DOCUMENT RESUME

ED 251 468 SP 025 755

TITLE Certification Standards Adopted by the Oklahoma State Board of Education.
INSTITUTION Oklahoma State Dept. of Education, Oklahoma City.
PUB DATE 27 Sep 84
NOTE 188p.
PUB TYPE Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC08 Plus Postage.
DESCRIPTORS *Certification; Degrees (Academic); *Educational Certificates; Elementary Secondary Education; Graduation Requirements; *School Personnel; *State Standards; Teacher Certification; Teacher Education Programs; *Teacher Qualifications
IDENTIFIERS *Oklahoma

ABSTRACT

This document presents the standards adopted by the Oklahoma State Board of Education for qualification and certification of persons for instructional, supervisory, and administrative positions and services in Oklahoma public schools. Included are rules and regulations governing the issuance and revocation of certificates for county superintendents of schools, district superintendents of schools, principals, supervisors, librarians, school nurses, visiting teachers, classroom teachers, and other personnel performing instructional, administrative, and supervisory services. Specific standards are listed for: (1) early childhood certificate; (2) elementary school certificate; (3) elementary-secondary school certificate; (4) secondary school certificate; (5) school service personnel certificate; (6) specialized services certificate; and (7) vocational-technical certificate. Also included are regulations governing the issuing of endorsements placed on valid licenses/certificates to indicate that the holder is eligible to teach specific subjects in accredited schools. (JD)

***********************************************************************
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
***********************************************************************

ED251468

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
J. Craddock

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

# CERTIFICATION STANDARDS

Adopted by the

OKLAHOMA STATE BOARD OF EDUCATION

September 27, 1984

SP 025 755

## NEW CERTIFICATE STANDARDS

## INDEX

Early Childhood . . . . . . . . . . . . . . . . . . . . . . . . 17

Elementary Education . . . . . . . . . . . . . . . . . . . . . 28

### ELEMENTARY-SECONDARY

Art . . . . . . . . . . . . . . . . . . . . . . . . . . . . 39

Foreign Language . . . . . . . . . . . . . . . . . . . . . . 41

Health . . . . . . . . . . . . . . . . . . . . . . . . . . 46

Music-Instrumental/General . . . . . . . . . . . . . . . . . 48

Music-Vocal/General . . . . . . . . . . . . . . . . . . . . 50

Physical Education/Health . . . . . . . . . . . . . . . . . 53

Reading Specialist . . . . . . . . . . . . . . . . . . . . . 55

Special Education . . . . . . . . . . . . . . . . . . . . . 57

  Emotionally Disturbed . . . . . . . . . . . . . . . . . . 58

  Physically Handicapped . . . . . . . . . . . . . . . . . . 60

  Learning Disabilities . . . . . . . . . . . . . . . . . . 63

  Mental Retardation . . . . . . . . . . . . . . . . . . . . 66

  Visually Impaired . . . . . . . . . . . . . . . . . . . . 69

  Hearing Impaired . . . . . . . . . . . . . . . . . . . . . 72

### SECONDARY

Agriculture . . . . . . . . . . . . . . . . . . . . . . . . 82

Business . . . . . . . . . . . . . . . . . . . . . . . . . 85

Driver and Safety Education . . . . . . . . . . . . . . . . 88

English . . . . . . . . . . . . . . . . . . . . . . . . . . 90

Home Economics . . . . . . . . . . . . . . . . . . . . . . . 92

Industrial Arts . . . . . . . . . . . . . . . . . . . . . . 95

Journalism . . . . . . . . . . . . . . . . . . . . . . . . 97

Mathematics . . . . . . . . . . . . . . . . . . . . . . . . . 99

Science . . . . . . . . . . . . . . . . . . . . . . . . . . . 101

Social Studies . . . . . . . . . . . . . . . . . . . . . . . . 103

Speech and Drama . . . . . . . . . . . . . . . . . . . . . . . 105

SCHOOL SERVICE PERSONNEL

School Counselor . . . . . . . . . . . . . . . . . . . . . . . 109

Library Media Specialist . . . . . . . . . . . . . . . . . . . 112

Elementary Principal . . . . . . . . . . . . . . . . . . . . . 116

Secondary Principal . . . . . . . . . . . . . . . . . . . . . . 118

School Superintendent . . . . . . . . . . . . . . . . . . . . . 121

School Psychometrist . . . . . . . . . . . . . . . . . . . . . 124

School Psychologist . . . . . . . . . . . . . . . . . . . . . . 126

Speech-Language Pathology . . . . . . . . . . . . . . . . . . . 128

SPECIALIZED SERVICES PROGRAMS

School Nurse . . . . . . . . . . . . . . . . . . . . . . . . . 132

Occupational Therapy . . . . . . . . . . . . . . . . . . . . . 135

Physical Therapy . . . . . . . . . . . . . . . . . . . . . . . 137

VOCATIONAL-TECHNICAL PROGRAMS

Distributive Education/Marketing . . . . . . . . . . . . . . . 147

Occupational Agriculture . . . . . . . . . . . . . . . . . . . 151

Occupational Home Economics . . . . . . . . . . . . . . . . . . 154

Technical Education . . . . . . . . . . . . . . . . . . . . . . 157

Trade and Industrial Education . . . . . . . . . . . . . . . . 160

Vocational Health Occupations . . . . . . . . . . . . . . . . . 164

ENDORSEMENTS

Endorsements . . . . . . . . . . . . . . . . . . . . . . . . . 167

Certificate and Conversion Endorsements . . . . . . . . . . . . 168

Special Endorsements . . . . . . . . . . . . . . . . . . . . . 179

# GENERAL REGULATIONS
## Licenses/Certificates

The following excerpt from the Oklahoma Statutes gives authority to, and places full responsibility upon, the State Board of Education in matters related to the preparation and certification of teachers and school personnel:

> "The State Board of Education shall have full and exclusive authority in all matters pertaining to standards of qualification and the certification of persons for instructional, supervisory, and administrative positions and services in the public schools of the state, and shall formulate rules and regulations governing the issuance and revocation of certificates for county superintendents of schools, district superintendents of schools, principals, supervisors, librarians, school nurses, visiting teachers, classroom teachers, and for other personnel performing instructional, administrative, and supervisory services."

### Kinds of Certificates

A. Early Childhood Certificate (N-2)

B. Elementary School Certificate (Grades K-8)

C. Elementary-Secondary School Certificate (Grades K-12)

D. Secondary School Certificate (Grade 7-12)

E. School Service Personnel Certificate

F. Specialized Services Certificate

G. Vocational-Technical Certificate

### Types of Certificates

The endorsement on the face of the license/certificate, according to the approved certificate program completed, indicates the type of license/certificate which has been issued.

## Classes of Certificates

The class of the certificate determines its term of validity. The five classes of certificates are:

A. License (one-year validity) - All teachers who meet the requirements of an approved certificate program after January 31, 1982, and have not had at least one year's experience as a classroom teacher prior to that date will be required to hold an Entry-Year License during the first year (or two years) that they are employed in the teaching profession in the accredited schools of Oklahoma.

B. Standard Certificate (five-year validity) - The standard certificate is a permanent certificate with a five-year term of validity and a provision for renewal upon compliance with prescribed conditions.

C. Provisional Level II Certificate - The Provisional Level II Certificate has a two-year term of validity.

   1. This certificate is renewable one time if nine (9) semester hours of credit toward meeting requirements of an approved standard certificate program have been completed during its first term of validity.

   2. Provisional Level II Certificates for vocational programs have a five-year term of validity. Provisional Level II Certificates for vocational programs may be renewed more than one time upon compliance with prescribed conditions including the completion of fifteen (15) semester hours of credit toward meeting requirements of an approved standard certificate program.

D. Provisional Level I Certificate (one-year validity) - The Provisional Level I Certificate has a one-year term of validity.

   1. This certificate is renewable one time if nine (9) semester hours of credit toward meeting requirements of an approved Standard Certificate program have been completed during the one-year term of validity of the certificate.

   2. Provisional Level I Certificates for vocational programs have a one-year term of validity and may be renewed more than one time upon compliance with prescribed conditions including the completion of six (6) semester hours of credit toward meeting requirements of an approved standard certificate program.

E. Emergency Certificate (one-year validity) - This certificate is issued only in emergency cases upon request and recommendation from a local school superintendent who shall state the school's intention to employ the applicant if the certificate is granted. All such certificates are valid only within the school district upon whose request they are granted. An emergency certificate is not renewable; however, another emergency certificate of the same type or a different type may be issued to one who has held an emergency certificate when, in addition to meeting all conditions which are required for an initial emergency certificate of the type sought, evidence is presented to show that nine (9) semester hours of credit, which is applicable in meeting requirements for the standard certificate of the type of certificate sought, have been completed since the last emergency certificate held was issued and within five (5) years preceeding the date of application.

## General Certificate Requirements

The general requirements which must be met for each class of certificate are detailed below. Additional minimum requirements for each approved program are described in detail later in this document under each program heading, e.g., Elementary, Music, and Science.

A. Entry-Year License - To be eligible for an Entry-Year License, the applicant must have:

  1. Completed an approved certificate program at an accredited college or university and received a recommendation from that institution.

  2. Passed the state curriculum examination(s) in the subject(s) to be taught.

B. Standard Certificate (undergraduate) - To be eligible for a Standard Certificate, the applicant must have:

  1. Completed an approved certificate program at an accredited college or university which includes at least the following:

     a. Bachelors degree,

     b. Fifty (50) semester hours of credit in general education (see General Education Standards which precede each certificate section),

     c. Thirty (30) semester hours of credit in professional education (see Professional Education Standards which precede each certificate section), and

     d. Forty (40) semester hours of credit in the area of specialization (see individual certificate programs for specific coursework required in the area of specialization).

  2. Passed the state curriculum examination(s) in the subject(s) to be taught.

  3. Successfully completed the Entry-Year Assistance Program as a licensed teacher. (This applies to all candidates who

have completed their initial teacher preparation program after January 31, 1982.)

C. Standard Certificate (graduate) - To be eligible for a Standard Certificate in a School Service Personnel field (School Counselor, Library Media Specialist, Elementary School Principal, Secondary School Principal, School Superintendent, School Psychometrist, School Psychologist, Speech-Language Pathology) or in the Reading Specialist field, the applicant must have:

    1. Completed an approved certificate program which includes the requirements detailed under B.1. above at the baccalaureate level (see individual programs for specific undergraduate requirements) as well as specified coursework at the graduate level (see individual programs); and

    2. Passed the state curriculum examination for the certificate desired.

D. Provisional Level II (regular) - To be eligible for a Provisional Level II Certificate, the applicant must have:

    1. Completed an approved certificate program at an accredited college or university which includes at least the following:

        a. A bachelors degree,

        b. Fifty (50) semester hours of credit in general education (see General Education Standards which precede each certificate section),

        c. Twenty-four (24) semester hours of credit in professional education including student teaching, and

        d. Thirty (30) semester hours of credit in the area of specialization (see individual certificate programs for specific coursework required in the area of specialization).

    2. Passed the state curriculum examination(s) in the subject(s) to be taught.

    3. Successfully completed the Entry-Year Assistance Program as a licensed teacher. (This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.)

E. Provisional Level I (regular) - To be eligible for a Provisional Level I Certificate the applicant must have:

    1. Completed an approved certificate program at an accredited college or university which includes at least the following:

        a. A bachelors degree,

b. Fifty (50) semester hours in general education (see General Education Standards which precede each certificate section),

c. Eighteen (18) semester hours of credit in professional education including some work in field experiences, practicum, or student teaching, and

d. Twenty-four (24) semester hours of credit in the area of specialization (see individual certificate programs for specific coursework required in the area of specialization).

2. Passed the state curriculum examination(s) in the subject(s) to be taught.

3. Successfully completed the Entry-Year Assistance Program as a licensed teacher (This applies to all candidates who have completed their initial teacher preparation program after January 31, 1982.)

F. Provisional Level II (vocational) - To be eligible for a Provisional Level II Certificate in a vocational field, the applicant must have:

1. Earned a high school diploma or passed the G.E.D.,

2. Passed the NOCTI or another examination approved by the State Department of Vocational-Technical Education,

3. Provided evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the occupation to be taught,

4. Completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing the NOCTI or other approved examination, and

5. Received a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a recommendation from an institution approved to offer a Standard Certificate in the occupational field.

G. Provisional Level I (vocational) - To be eligible for a Provisional Level I Certificate in a vocational field, the applicant must have:

1. Earned a high school diploma or passed the G.E.D.,

2. Provided evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught,

3. Completed the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued,

4. An approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in the occupational field,

5. Received a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a recommendation from an institution approved to offer a Standard Certificate in the occupational field, and

6. Passed the NOCTI or another examination approved by the State Department of Vocational-Technical Education to have the Provisional Level I certificate initially reissued.

H. Emergency - To be eligible for an Emergency Certificate, the applicant must have:

1. Earned a bachelor's degree,

2. Completed fifty (50) semester hours of credit in general education (see General Education Standards which precede each certificate section),

3. Completed twelve (12) semester hours of credit in professional education, and

4. Completed eighteen (18) semester hours of credit in the area of specialization.

## Degree Requirement

The applicant shall be a graduate of an accredited four-year college or university and hold the standard baccalaureate degree, the only exceptions being those applying for a Provisional Level I or II in a vocational-technical program.

## Institutional Recommendation

An applicant for a license/certificate which requires completion of an approved certificate program shall be recommended by the preparing institution for the certificate desired if work was completed in Oklahoma.

Evidence of having completed all academic course requirements specified for the certificate desired shall be presented as a part of the application. A statement from the preparing institution declaring the applicant to have completed an approved teacher education program of the same type as the entry year license/certificate sought, will normally be accepted as satisfying this requirement.

## Requirements for Renewing Standard Certificates

To renew a Standard Certificate, the applicant must have completed a minimum of three (3) years of school experience or nine (9) semester hours of credit from professional education or specialization from an approved program during the five (5) year validity period of the certificate. Applicants who have had fewer than three (3) years of school experience during the validity period of the certificate may substitute three (3) semester hours of college coursework in professional education or specialization from an approved teacher education program for each year of experience they are lacking.

One who holds an expired Standard Certificate is not eligible for a Provisional Level I or II certificate of the same type but is required to meet requirements for renewal of the expired Standard Certificate or meet requirements for a new Standard Certificate.

## Professional Education Requirements for Additional Certification

The professional education requirements for individuals completing a second approved certificate program require the completion of:

a). A methods course appropriate to the second certificate area, and

b). A developmental psychology course appropriate to the grade level of the second certificate.

## Elimination of the Professional Certificate

Professional Certificates (seven (7) year validity) will not be issued after December 31, 1988. Individuals holding a valid Professional Certificate on December 31, 1988, will be allowed to retain that certificate by meeting renewal requirements.

## Implementation Dates For New Certification Standards

a). Approved teacher education programs at institutions of higher education may elect to be in compliance with and subject to review under the new teacher certification standards beginning with the fall semester of 1985; however, all teacher education programs must be in compliance with and will be subject to review under the new teacher certification standards beginning with the fall semester of 1986.

b). Students admitted to teacher education or any teacher certification program during or after the fall of 1985 at an institution of higher education which has elected to be in compliance with the new certification standards beginning with the fall of 1985, must meet the new teacher certification standards. All students admitted to teacher education or any teacher certification program during or after the fall of 1986 must meet the new teacher certification standards.

c). The state curriculum examinations based on the new certification standards will not be available prior to January, 1986.

Certificates and endorsements based on the new certificate standards will not be available prior to January of 1986.

d). After December 31, 1988, all candidates completing an approved program for a license, certificate, or endorsement will be required to meet new teacher certification standards.

## Exemption Clause

Major - Individuals who have completed the requirements for a Provisional Certificate, Standard Certificate, and/or License as of December 31, 1988, shall be allowed to retain their major and/or minor credentials.

Minor - Individuals desiring to change a minor credential to a conversion/special endorsement may do so by completing the requirements for the specific endorsement as listed on pages 167-184. No new minor credential shall be issued after December 31, 1988.

## Education of the Exceptional Child

After July 1, 1976, no persons shall be granted a standard certificate to teach in the public schools of Oklahoma unless he/she has satisfactorily completed a course of two or more semester hours in the education of the exceptional child. The course shall include instruction on identification of children with learning disabilities caused by neurological disorders, mental retardation, and sociological factors. The course shall provide information on methods and techniques for teaching exceptional children, sources of referral and assistance to teachers and parents.

## MINIMUM ESSENTIALS FOR APPROVED TEACHER-CERTIFICATE PROGRAMS

Institutions shall meet the Standards of Approved Teacher Education Programs including all conditions enumerated under Minimum Essentials for Approved Teacher-Certificate Programs for each certificate program for which they seek initial approval or for which they desire continued approval.

# EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM
## Nursery - Grade 2

The holder of an Early Childhood Education Certificate is eligible to teach in the accredited schools of Oklahoma at the nursery, kindergarten, first grade and second grade levels (N-2).

### Specific Requirements for the Early Childhood Education Certificate Program

A. The applicant shall meet the requirements in "General Regulations" for teachers' certificates as specified on pages 1-8.

B. The applicant shall hold a bachelors degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved certificate sought.

E. The applicant shall have field experiences in nursery, kindergarten, and grades one and two. Student teaching should be equally divided among nursery and/or kindergarten and grades one and/or two.

## ADMISSION STANDARDS

Each approved program will demonstrate an admissions procedure designed to recruit a candidate with a strong commitment to teaching. The criteria to be included are the following:

A. A minimum grade point average of 2.50.

B. Evidence of adequate reading, writing, and verbal communication skills demonstrated by appropriate academic coursework and an interview with an Admission Committee.

C. Expressed interest in teaching demonstrated by prior experiences and activities.

D. An academic record that clearly indicates the candidate's commitment to the academic aspects of teaching.

E. Evidence of personal traits that suggests potential for working with youth, with parents, and with the other constituencies in education.

Each admission must be based on a professional assessment of the candidate on all of the above criteria.

## STANDARD CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION

General Education is based on those studies known as the liberal arts, which embrace the broad areas of the humanities, mathematics, the biological and physical sciences, the social and behavioral sciences, and oral and written communication skills. College credit used to satisfy the requirements in General Education, in an amount not to exceed twelve (12) semester hours, may also be counted in meeting requirements in the field of specialization.

STANDARD I. The General Education Program shall:

A. Stimulate scholarship that will give understanding and help prepare people for change.

B. Foster individual fulfillment and nurture free, rational, and responsible adults.

C. Cultivate appreciation for the values associated with a free society.

D. Contribute to the development of leaders who are intellectually competent, imaginative, and vigorous.

E. Contribute to professional knowledge and its application.

F. Encourage discernment of the values inherent in world cultures.

STANDARD II. General Education is a development experience emphasizing the first two (2) years of higher education extending throughout the baccalaureate program.

STANDARD III. Each institution approved for the education of teachers shall be responsible for building a sequential program of general studies. A minimum of fifty (50) semester hours in General Education is required, distributed so that:

A. Upon successful completion of the general education component, the student will have acquired competencies in each of the following areas:

1. Communication Skills: conversational speaking, composition, listening, and reading

2. Mathematics: computation, applications, thought processes, vocabulary, and concepts

3. United States History and Government: the growth and development of the United States as a nation and its place in world affairs and an analysis of the United Constitutional Government

4. Science: physical and biological sciences

5. Behavioral Sciences: the study of psychology, and/or sociology, and/or anthropology

6. Arts and Humanities: the study of significant ideas of western civilization as manifested in art, literature, music, and philosophy.

B. Any electives needed to fulfill the fifty (50) hour minimum requirement may be selected from Category A or the following:

1. Contemporary World Culture: social, geographic, political, and economic conditions and their impacts on current problems in the world and nations; foreign language, American ethnic studies, and world literature with emphasis on, but not limited to, the writings of English and American authors

2. Practical Arts: skills in areas such as typing, business, accounting, home economics, industrial arts, agriculture, drafting, computer science, and library science

3. Health and Physical Education: the principles of physical and health education as they apply to the individual and the community

## PROFESSIONAL EDUCATION

The professional sequence shall include classroom and field experiences incorporating a minimum of thirty (30) semester hours. These experiences shall include coursework fulfilling the criteria specified in Standards I through V. College credit used to satisfy the requirements in Professional Education may not be counted in meeting requirements in the field of specialization except where specifically designated in the Standards.

The fulfillment of the professional sequence will include evidence that the candidate has successfully completed:

A. Appropriate laboratory and field experiences designed to provide a pre-service teacher an opportunity to synthesize, apply and extend knowledge and problem solving abilities acquired in educational foundations, theory, methods courses, and principle subject areas.

B. Supervised developmental and sequential pre-student teaching experiences in the field. A minimum of forty-five (45) clock hours is required.

C. A student teaching experience equivalent to one (1) semester (not less than twelve (12) weeks in the school environment).

D. Coursework in each of the following areas: Foundations of Education, Human Growth and Development, Learning, Evaluation, Exceptional Child, Media, Methods, and Student Teaching.

STANDARD I. The professional sequence shall include knowledge of the processes of human growth, development, and learning and the practical application of this knowledge to the instructional process. In achieving Standard I, the student will demonstrate a knowledge of:

A. Individual differences among students such as interests, values, cultural, and socio-economic background.

B. Strategies to utilize data in grouping students for learning activities.

C. The development of instructional goals and objectives appropriate to student needs and learning modes.

D. Sequencing learning activities and experiences both logically and psychologically.

E. Behavior patterns of students.

F. Classroom conditions which are varied and appropriate.

G. Student self-awareness and positive self-concepts.

STANDARD II. The professional sequence shall include an understanding of the foundations underlying the development and organization of education in the United States. In achieving Standard II, the student will demonstrate a knowledge of:

A. The historical and philosophical development of education in the United States.

B. The organization of public schools.

C. Cultural pluralism as it relates to the public schools.

D. The development of education as a profession.

E. Legal and ethical considerations of school personnel (including the rights and responsibilities of teachers, students, administrators, and staff).

F. The characteristics of effective teachers.

G. Democratic principles, free public education, and equal education opportunity.

H. Objectives and purposes of education relating to pupils, parents, and other citizens.

I. School programs and the participatory role of the teacher in activities which contribute to student and faculty development.

STANDARD III. The professional sequence shall include evidence that knowledge of measurement, methods, materials, and media appropriate to teaching is included. Emphasis shall be in the student's fields(s) of specialization. In achieving Standard III, the student will demonstrate a knowledge of:

A. Administration and interpretation of assessment techniques (standardized tests, sociometrics, etc.).

B. Design and use of teacher-made tests (diagnostic and achievement, etc.).

C. Appropriate organization of instructional resources and materials for effective teaching.

D. A variety of appropriate instructional strategies (programmed instruction, games, simulations, etc.).

E. The appropriate use of a variety of communication patterns within the classroom.

F. Individualization of instruction when appropriate.

G. Interaction patterns and the ability to modify plans on the basis of feedback.

H. Incorporating reading techniques in content subjects.

STANDARD IV. The professional sequence shall include the teaching of the purposes, administrative organization, and operation of the total education program of the school. In achieving Standard IV, the student will demonstrate a knowledge of:

A. Cultural pluralism concepts.

B. Effective interaction and communication with parents.

C. The organization of public schools.

D. The major contemporary problems in public education.

E. The professional organizations in education.

F. The requirements for accreditation, licensure, and certification.

STANDARD V. The professional sequence shall include demonstrated ability to teach effectively and work ethically with pupils, teachers, administrators, and parents. In achieving Standard V, documentation will be provided (rating scales, systematic observation, video tape, etc.) to evaluate the student teacher's ability to:

A. Differentiate among the appropriate roles and responsibilities of pupils, teachers, administrators, para-professionals, and parents.

B. Organize and implement a variety of activities to facilitate learning.

C. Exhibit professional scholarship and behavior.

D. Interact and communicate effectively with parents.

E. Conceptualize and predict accurately the interaction of influencing variables in teaching and learning.

F. Identify and become sensitive to individual differences among students.

G. Plan, implement and evaluate appropriate educational goals and related experiences for students.

H. Work effectively as a member of an educational team.

## SPECIALIZATION

Refer to individual certificate programs for specific requirements in the area of specialization. College credit used to satisfy the requirements in Specialization may not be counted in meeting requirements in Professional Education.

## PROVISIONAL LEVEL II CERTIFICATE REQUIREMENTS

The applicant for a Provisional Level II Certificate in Early Childhood shall:

A. Be a graduate of an accredited four-year college or university and hold the appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate

C. Have completed thirty (30) semester hours of appropriate academic preparation in the area of specialization for the certificate sought.

D. Have completed twenty-four (24) semester hours of appropriate academic preparation in professional education which shall include field experiences in nursery, kindergarten and grades one and two and student teaching divided equally among nursery and/or kindergarten and grades one and two.

E. Have passed the state curriculum examination in Early Childhood prior to being issued a Provisional Level II Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## PROVISIONAL LEVEL I REQUIREMENTS

The applicant for a Provisional Level I Certificate in Early Childhood shall:

A. Be a graduate of an accredited four-year college or university and hold an appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed twenty-four semester hours of credit in the area of specialization.

D. Have completed eighteen (18) semester hours of credit in professional education including some work in field experiences, practicum, or student teaching.

E. Have passed the state curriculum examination in Early Childhood prior to being issued a Provisional Level I Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## ENTRY-YEAR ASSISTANCE PROGRAM

The applicant shall successfully complete the Entry-Year Assistance Program as a licensed teacher prior to being issued a certificate. (This applies to all applicants who have completed their initial teacher preparation program after January 31, 1982)

# EARLY CHILDHOOD

## PART I. Introduction

This certificate authorizes the holder to teach in the accredited schools of Oklahoma at the nursery, kindergarten, and first and second grade levels (N-2).

## PART II. Special Criteria

A. The applicant must satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for the Early Childhood Certificate Program, admission standards, general education, and professional education as stated on pages 9-16.

### C. Specialization - Standard Certificate

The approved program for the standard certificate in Early Childhood requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III.

1. Core Area * - credit must be completed in each of the following (21 semester hours minimum):
    a. Development of Reading Skills ** - 12 semester hours
        1) Theories
        2) Methods and Materials
        3) Diagnosis and Remediation
        4) Skill Development
        5) Application
    b. Language Arts at the Elementary Level - 3 semester hours
    c. Mathematics at the Primary Level - 3 semester hours
    d. Children's Literature and the Library - 3 semester hours
2. Early Childhood Emphasis - Some coursework must be completed in each of the following areas. No more than two of the areas listed below may be integrated into a single course. A minimum of nineteen (19) semester hours of credit in specialized education designed specifically for teaching at the early childhood level must be completed.

a. Early Childhood Program Development

b. Child and Family in the Social Context

c. Cognitive Development (Social Studies, Science, and Mathematics)

d. Motor Skill Development

e. Language Development **

f. Creative Arts (Art and Music)

g. Health and Nutrition

h. Parent and Community Relations ***

i. Computer Literacy ***

j. Guidance of the Young Child ***

* The core area of the specialization is the same for certification in Early Childhood and Elementary.

** Coursework completed in reading under PART II C 2 (Early Childhood Emphasis) may be counted as part of the 12 semester hours of Development of Reading Skills required in the core area.

*** Coursework in this area may be completed in the professional education sequence.

D. Provisional Level II Certificate

The approved program for the Provisional Level II Early Childhood Certificate requires at least thirty (30) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III with some work completed in both sections 1. and 2. of PART II C.

E. Provisional Level I Certificate

A Provisional Level I Certificate in Early Childhood requires at least twenty-four (24) semester hours of credit in the area of specialization with some work completed in both sections 1 and 2 of PART II C.

F. The applicant shall pass the state curriculum examination in Early Childhood prior to being issued a license/certificate.

## PART III. Early Childhood Certification Objectives

The objectives for the Early Childhood Program appear in the Objectives manual of the Oklahoma Certificate Testing Program, FIELD 01, pp. 01-1 through 01-7.

# ELEMENTARY SCHOOL CERTIFICATE PROGRAM
## Grades K-8

The holder of an Elementary School Certificate is eligible to teach in kindergarten through grade eight (8) in the elementary schools of Oklahoma. With the appropriate endorsements, the holder of the Elementary School Certificate is eligible to teach in accredited middle schools and junior high schools.

### Specific Requirements of Elementary School Certificate Program

A. The applicant shall meet the requirements in "General Regulations" for teachers' certificates as specified on pages 1-8.

B. The applicant shall hold a bachelors degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved certificate sought.

## ADMISSION STANDARDS

Each approved program will demonstrate an admissions procedure designed to recruit a candidate with a strong commitment to teaching. The criteria to be included are the following:

A. A minimum grade point average of 2.50.

B. Evidence of adequate reading, writing, and verbal communication skills demonstrated by appropriate academic coursework and an interview with an Admission Committee.

C. Expressed interest in teaching demonstrated by prior experiences and activities.

D. An academic record that clearly indicates the candidate's commitment to the academic aspects of teaching.

E. Evidence of personal traits that suggests potential for working with youth, with parents, and with the other constituencies in education.

Each admission must be based on a professional assessment of the candidate on all of the above criteria.

## STANDARD CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION

General Education is based on those studies known as the liberal arts, which embrace the broad areas of the humanities, mathematics, the biological and physical sciences, the social and behavioral sciences, and oral and written communication skills. College credit used to satisfy the requirements in General Education, in an amount not to exceed twelve (12) semester hours, may also be counted in meeting requirements in the field of specialization.

STANDARD I. The General Education Program shall:

A. Stimulate scholarship that will give understanding and help prepare people for change.

B. Foster individual fulfillment and nurture free, rational, and responsible adults.

C. Cultivate appreciation for the values associated with a free society.

D. Contribute to the development of leaders who are intellectually competent, imaginative, and vigorous.

E. Contribute to professional knowledge and its application.

F. Encourage discernment of the values inherent in world cultures.

STANDARD II. General Education is a development experience emphasizing the first two (2) years of higher education extending throughout the baccalaureate program.

STANDARD III. Each institution approved for the education of teachers shall be responsible for building a sequential program of general studies. A minimum of fifty (50) semester hours in General Education is required, distributed so that:

A. Upon successful completion of the general education component, the student will have acquired competencies in each of the following areas:

1. Communication Skills: conversational speaking, composition, listening, and reading

2. Mathematics: computation, applications, thought processes, vocabulary, and concepts

3. United States History and Government: the growth and development of the United States as a nation and its place in world affairs and an analysis of the United Constitutional Government

4. Science: physical and biological sciences

5. Behavioral Sciences: the study of psychology, and/or sociology, and/or anthropology

6. Arts and Humanities: the study of significant ideas of western civilization as manifested in art, literature, music, and philosophy.

B. Any electives needed to fulfill the fifty (50) hour minimum requirement may be selected from Category A or the following:

1. Contemporary World Culture: social, geographic, political, and economic conditions and their impacts on current problems in the world and nations; foreign language, American ethnic studies, and world literature with emphasis on, but not limited to, the writings of English and American authors

2. Practical Arts: skills in areas such as typing, business, accounting, home economics, industrial arts, agriculture, drafting, computer science, and library science

3. Health and Physical Education: the principles of physical and health education as they apply to the individual and the community

## PROFESSIONAL EDUCATION

The professional sequence shall include classroom and field experiences incorporating a minimum of thirty (30) semester hours. These experiences shall include coursework fulfilling the criteria specified in Standards I through V. College credit used to satisfy the requirements in Professional Education may not be counted in meeting requirements in the field of specialization except where specifically designated in the Standards.

The fulfillment of the professional sequence will include evidence that the candidate has successfully completed:

A. Appropriate laboratory and field experiences designed to provide a pre-service teacher an opportunity to synthesize, apply and extend knowledge and problem solving abilities acquired in educational foundations, theory, methods courses, and principle subject areas.

B. Supervised developmental and sequential pre-student teaching experiences in the field. A minimum of forty-five (45) clock hours is required.

C. A student teaching experience equivalent to one (1) semester (not less than twelve (12) weeks in the school environment).

D. Coursework in each of the following areas: Foundations of Education, Human Growth and Development, Learning, Evaluation, Exceptional Child, Media, Methods, and Student Teaching.

STANDARD I. The professional sequence shall include knowledge of the processes of human growth, development, and learning and the practical application of this knowledge to the instructional process. In achieving Standard I, the student will demonstrate a knowledge of:

A. Individual differences among students such as interests, values, cultural, and socio-economic background.

B. Strategies to utilize data in grouping students for learning activities.

C. The development of instructional goals and objectives appropriate to student needs and learning modes.

D. Sequencing learning activities and experiences both logically and psychologically.

E. Behavior patterns of students.

F. Classroom conditions which are varied and appropriate.

G. Student self-awareness and positive self-concepts.

STANDARD II. The professional sequence shall include an understanding of the foundations underlying the development and organization of education in the United States. In achieving Standard II, the student will demonstrate a knowledge of:

A. The historical and philosophical development of education in the United States.

B. The organization of public schools.

C. Cultural pluralism as it relates to the public schools.

D. The development of education as a profession.

E. Legal and ethical considerations of school personnel (including the rights and responsibilities of teachers, students, administrators, and staff).

F. The characteristics of effective teachers.

G. Democratic principles, free public education, and equal education opportunity.

H. Objectives and purposes of education relating to pupils, parents, and other citizens.

I. School programs and the participatory role of the teacher in activities which contribute to student and faculty development.

STANDARD III. The professional sequence shall include evidence that knowledge of measurement, methods, materials, and media appropriate to teaching is included. Emphasis shall be in the student's fields(s) of specialization. In achieving Standard III, the student will demonstrate a knowledge of:

A. Administration and interpretation of assessment techniques (standardized tests, sociometrics, etc.).

B. Design and use of teacher-made tests (diagnostic and achievement, etc.).

C. Appropriate organization of instructional resources and materials for effective teaching.

D. A variety of appropriate instructional strategies (programmed instruction, games, simulations, etc.).

E. The appropriate use of a variety of communication patterns within the classroom.

F. Individualization of instruction when appropriate.

G. Interaction patterns and the ability to modify plans on the basis of feedback.

H. Incorporating reading techniques in content subjects.

STANDARD IV. The professional sequence shall include the teaching of the purposes, administrative organization, and operation of the total education program of the school. In achieving Standard IV, the student will demonstrate a knowledge of:

A. Cultural pluralism concepts.

B. Effective interaction and communication with parents.

C. The organization of public schools.

D. The major contemporary problems in public education.

E. The professional organizations in education.

F. The requirements for accreditation, licensure, and certification.

STANDARD V. The professional sequence shall include demonstrated ability to teach effectively and work ethically with pupils, teachers, administrators, and parents. In achieving Standard V, documentation will be provided (rating scales, systematic observation, video tape, etc.) to evaluate the student's ability to:

A. Differentiate among the appropriate roles and responsibilities of pupils, teachers, administrators, para-professionals, and parents.

B. Organize and implement a variety of activities to facilitate learning.

C. Exhibit professional scholarship and behavior.

D. Interact and communicate effectively with parents.

E. Conceptualize and predict accurately the interaction of influencing variables in teaching and learning.

F. Identify and become sensitive to individual differences among students.

G. Plan, implement and evaluate appropriate educational goals and related experiences for students.

H. Work effectively as a member of an educational team.

## SPECIALIZATION

Refer to individual certificate programs for specific requirements in the area of specialization. College credit used to satisfy the requirements in Specialization may not be counted in meeting requirements in Professional Education.

## PROVISIONAL LEVEL II CERTIFICATE REQUIREMENTS

The applicant for a Provisional Level II Certificate in Elementary shall:

A. Be a graduate of an accredited four-year college or university and hold the baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed thirty (30) semester hours of appropriate academic preparation in the area of specialization for the certificate sought.

D. Have completed twenty-four (24) semester hours of appropriate academic preparation in professional education including field experience and student teaching at the elementary level.

E. Have passed the state curriculum examination in Elementary Education prior to being issued a Provisional Level II Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## PROVISIONAL LEVEL I REQUIREMENTS

The applicant for a Provisional Level I Certificate in Elementary shall:

A. Be a graduate of an accredited four-year college or university and hold an appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed twenty-four semester hours of credit in the area of specialization.

D. Have completed eighteen (18) semester hours of credit in professional education including some work in field experiences, practicum, or student teaching.

E. Have passed the state curriculum examination in Elementary prior to being issued a Provisional Level I Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## ENTRY-YEAR ASSISTANCE PROGRAM

The applicant shall successfully complete the Entry-Year Assistance Program as a licensed teacher prior to being issued a certificate. (This applies to all applicants who have completed their initial teacher preparation program after January 31, 1982)

## ELEMENTARY

## PART I. Introduction

This certificate authorizes the holder to teach at the kindergarten level and in grades one through eight in any accredited elementary school in Oklahoma. Teaching endorsements are required on this certificate for those teaching seventh and eighth grade subjects in accredited middle schools and junior high schools in Oklahoma.

## PART II. Special Criteria

A. The applicant must satisfy all general regulations of eligibility as stated on pages 1-8.

B. The applicant must satisfy all criteria relating specific requirements for the Elementary School Certificate Program; admission standards; general education; and professional education as stated on pages 20-27.

### C. Specialization - Standard Certificate

The approved program for the standard certificate in Elementary requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III.

1. Core Area * - credit must be completed in each of the following (21 semester hours minimum):
   a. Development of Reading Skills ** - 12 semester hours
      1) Theories
      2) Methods and Materials
      3) Diagnosis and Remediation
      4) Skill Development
      5) Application
   b. Language Arts at the Elementary Level - 3 semester hours
   c. Mathematics at the Primary Level - 3 semester hours
   d. Children's Literature and the Library - 3 semester hours
2. Elementary Emphasis - Some coursework must be completed in each of the following areas. No more than two of the areas listed below may be integrated into a single course.

A minimum of nineteen (19) semester hours of credit in specialized education designed specifically for teaching at the elementary level must be completed.

a. Reading at the Intermediate Level **

b. Mathematics at the Intermediate Level

c. Science

d. Social Studies

e. Creative Arts (Art and Music)

f. Health and Physical Education

g. Parent and Community Relations ***

h. Computer Literacy ***

i. Classroom Management ***

* The core area of the specialization is the same for certification in Early Childhood and Elementary.

** Coursework completed in reading under PART II C 2 (Elementary Emphasis) may be counted as part of the twelve (12) semester hours in Development of Reading Skills required in the core area.

*** Coursework in this area may be completed in the professional education sequence.

D. Provisional Level II Certificate

The approved program for the Provisional Level II Elementary Certificate requires at least thirty (30) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III with some work completed in both sections 1 and 2 of PART II C.

E. Provisional Level I Certificate

The Provisional Level I Certificate requires at least twenty-four (24) semester hours of credit in the area of specialization with some work completed in both sections 1 and 2 of PART II C.

F. The applicant must pass the state curriculum examination in Elementary prior to being issued a license/certificate.

## G. Special Endorsement

Teachers holding an Elementary license/certificate who wish to teach in seventh and eighth grades in the accredited middle schools and junior high schools of Oklahoma are required to have completed a minimum of eighteen (18) semester hours of credit in each subject they are assigned to teach. These subject areas are:

Mathematics
Art
Music
Foreign Language (one Language)
Health and Physical Education
Language Arts (oral and
  written communications)
Science
Social Studies

## PART III. Elementary Certification Objectives

The objectives for the Elementary Program appear in the Objectives manual of the Oklahoma Certificate Testing Program, FIELD 02, pp. 02-1 through 02-7.

## ELEMENTARY-SECONDARY SCHOOL CERTIFICATE PROGRAMS
## Grades K-12

| | |
|---|---|
| Art | Special Education |
| Foreign Languages | Emotionally Disturbed |
| Health | Physically Handicapped |
| Music-Instrumental/General | Learning Disabilities |
| Music-Vocal/General | Mental Retardation |
| Physical Education/Health | Visually Impaired |
| Reading Specialist | Hearing Impaired |

The holder of an Elementary-Secondary School Certificate is eligible to teach in kindergarten through grade twelve (12) in the schools of Oklahoma.

### Specific Requirements for Elementary-Secondary School Certificate Program

A. The applicant shall meet the requirements in "General Regulations" for teachers' certificates as specified on pages 1-8.

B. The applicant shall hold a bachelors degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved certificate sought.

E. The applicant shall have field experience and student teaching in equal proportion in both elementary and secondary schools (refer to specific certificate programs for variations in this requirement).

## ADMISSION STANDARDS

Each approved program will demonstrate an admissions procedure designed to recruit a candidate with a strong commitment to teaching. The criteria to be included are the following:

A. A minimum grade point average of 2.50.

B. Evidence of adequate reading, writing, and verbal communication skills demonstrated by appropriate academic coursework and an interview with an Admission Committee.

C. Expressed interest in teaching demonstrated by prior experiences and activities.

D. An academic record that clearly indicates the candidate's commitment to the academic aspects of teaching.

E. Evidence of personal traits that suggests potential for working with youth, with parents, and with the other constituencies in education.

Each admission must be based on a professional assessment of the candidate on all of the above criteria.

## STANDARD CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION

General Education is based on those studies known as the liberal arts, which embrace the broad areas of the humanities, mathematics, the biological and physical sciences, the social and behavioral sciences, and oral and written communication skills. College credit used to satisfy the requirements in General Education, in an amount not to exceed twelve (12) semester hours, may also be counted in meeting requirements in the field of specialization.

STANDARD I. The General Education Program shall:

A. Stimulate scholarship that will give understanding and help prepare people for change.

B. Foster individual fulfillment and nurture free, rational, and responsible adults.

C. Cultivate appreciation for the values associated with a free society.

D. Contribute to the development of leaders who are intellectually competent, imaginative, and vigorous.

E. Contribute to professional knowledge and its application.

F. Encourage discernment of the values inherent in world cultures.

STANDARD II. General Education is a development experience emphasizing the first two (2) years of higher education extending throughout the baccalaureate program.

STANDARD III. Each institution approved for the education of teachers shall be responsible for building a sequential program of general studies. A minimum of fifty (50) semester hours in General Education is required, distributed so that:

A. Upon successful completion of the general education component, the student will have acquired competencies in each of the following areas:

1. Communication Skills: conversational speaking, composition, listening, and reading

2. Mathematics: computation, applications, thought processes, vocabulary, and concepts

3. United States History and Government: the growth and development of the United States as a nation and its place in world affairs and an analysis of the United Constitutional Government

4. Science: physical and biological sciences

5. Behavioral Sciences: the study of psychology, and/or sociology, and/or anthropology

6. Arts and Humanities: the study of significant ideas of western civilization as manifested in art, literature, music, and philosophy.

B. Any electives needed to fulfill the fifty (50) hour minimum requirement may be selected from Category A or the following:

1. Contemporary World Culture: social, geographic, political, and economic conditions and their impacts on current problems in the world and nations; foreign language, American ethnic studies, and world literature with emphasis on, but not limited to, the writings of English and American authors

2. Practical Arts: skills in areas such as typing, business, accounting, home economics, industrial arts, agriculture, drafting, computer science, and library science

3. Health and Physical Education: the principles of physical and health education as they apply to the individual and the community

## PROFESSICNAL EDUCATION

The professional sequence shall include classroom and field experiences incorporating a minimum of thirty (30) semester hours. These experiences shall include coursework fulfilling the criteria specified in Standards I through V. College credit used to satisfy the requirements in Professional Education may not be counted in meeting requirements in the field of specialization except where specifically designated in the Standards.

The fulfillment of the professional sequence will include evidence that the candidate has successfully completed:

A. Appropriate laboratory and field experiences designed to provide a pre-service teacher an opportunity to synthesize, apply and extend knowledge and problem solving abilities acquired in educational foundations, theory, methods courses, and principle subject areas.

B. Supervised developmental and sequential pre-student teaching experiences in the field. A minimum of forty-five (45) clock hours is required.

C. A student teaching experience equivalent to one (1) semester (not less than twelve (12) weeks in the school environment).

D. Coursework in each of the following areas: Foundations of Education, Human Growth and Development, Learning, Evaluation, Exceptional Child, Media, Methods, and Student Teaching.

STANDARD I. The professional sequence shall include knowledge of the processes of human growth, development, and learning and the practical application of this knowledge to the instructional process. In achieving Standard I, the student will demonstrate a knowledge of:

A. Individual differences among students such as interests, values, cultural, and socio-economic background.

B. Strategies to utilize data in grouping students for learning activities.

C. The development of instructional goals and objectives appropriate to student needs and learning modes.

D. Sequencing learning activities and experiences both logically and psychologically.

E. Behavior patterns of students.

F. Classroom conditions which are varied and appropriate.

G. Student self-awareness and positive self-concepts.

STANDARD II. The professional sequence shall include an understanding of the foundations underlying the development and organization of education in the United States. In achieving Standard II, the student will demonstrate a knowledge of:

A. The historical and philosophical development of education in the United States.

B. The organization of public schools.

C. Cultural pluralism as it relates to the public schools.

D. The development of education as a profession.

E. Legal and ethical considerations of school personnel (including the rights and responsibilities of teachers, students, administrators, and staff).

F. The characteristics of effective teachers.

G. Democratic principles, free public education, and equal education opportunity.

H. Objectives and purposes of education relating to pupils, parents, and other citizens.

I. School programs and the participatory role of the teacher in activities which contribute to student and faculty development.

STANDARD III. The professional sequence shall include evidence that knowledge of measurement, methods, materials, and media appropriate to teaching is included. Emphasis shall be in the student's fields(s) of specialization. In achieving Standard III, the student will demonstrate a knowledge of:

A. Administration and interpretation of assessment techniques (standardized tests, sociometrics, etc.).

B. Design and use of teacher-made tests (diagnostic and achievement, etc.).

C. Appropriate organization of instructional resources and materials for effective teaching.

D. A variety of appropriate instructional strategies (programmed instruction, games, simulations, etc.).

E. The appropriate use of a variety of communication patterns within the classroom.

F. Individualization of instruction when appropriate.

G. Interaction patterns and the ability to modify plans on the basis of feedback.

H. Incorporating reading techniques in content subjects.

STANDARD IV. The professional sequence shall include the teaching of the purposes, administrative organization, and operation of the total education program of the school. In achieving Standard IV, the student will demonstrate a knowledge of:

A. Cultural pluralism concepts.

B. Effective interaction and communication with parents.

C. The organization of public schools.

D. The major contemporary problems in public education.

E. The professional organizations in education.

F. The requirements for accreditation, licensure, and certification.

STANDARD V. The professional sequence shall include demonstrated ability to teach effectively and work ethically with pupils, teachers, administrators, and parents. In achieving Standard V, documentation will be provided (rating scales, systematic observation, video tape, etc.) to evaluate the student's ability to:

A. Differentiate among the appropriate roles and responsibilities of pupils, teachers, administrators, para-professionals, and parents.

B. Organize and implement a variety of activities to facilitate learning.

C. Exhibit professional scholarship and behavior.

D. Interact and communicate effectively with parents.

E. Conceptualize and predict accurately the interaction of influencing variables in teaching and learning.

F. Identify and become sensitive to individual differences among students.

G. Plan, implement and evaluate appropriate educational goals and related experiences for students.

H. Work effectively as a member of an educational team.

SPECIALIZATION

Refer to individual certificate programs for specific requirements in the area of specialization. College credit used to satisfy the requirements in Specialization may not be counted in meeting requirements in Professional Education.

## PROVISIONAL LEVEL II CERTIFICATE REQUIREMENTS

The applicant for any Provisional Level II Elementary-Secondary Certificate shall:

A. Be a graduate of an accredited four-year college or university and hold the appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed thirty (30) semester hours of appropriate academic preparation in the area of specialization for the certificate sought (see individual programs).

D. Have completed twenty-four (24) semester hours of appropriate academic preparation in professional education including field experience and student teaching at both the elementary and secondary levels.

E. Have passed the state curriculum examination(s) in the specific area(s) to be taught prior to being issued a Provisional Level II Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## PROVISIONAL LEVEL I REQUIREMENTS

The applicant for a Provisional Level I Elementary-Secondary Certificate shall:

A. Be a graduate of an accredited four-year college or university and hold an appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed twenty-four semester hours of credit in the area of specialization.

D. Have completed eighteen (18) semester hours of credit in professional education including some work in field experiences, practicum, or student teaching.

E. Have passed the state curriculum examination(s) in the specific area(s) to be taught prior to being issued a Provisional Level I Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## ENTRY-YEAR ASSISTANCE PROGRAM

The applicant shall successfully complete the Entry-Year Assistance Program as a licensed teacher prior to being issued a certificate. (This applies to all applicants who have completed their initial teacher preparation program after January 31, 1982)

## ART

### PART I. Introduction

This certificate authorizes the holder to teach, supervise and/or administer programs in Art in grades K-12 in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for elementary-secondary school certificate programs; admission standards; general education; and professional education as stated on pages 31-38.

C. Specialization - Standard Certificate

The Art Program will consist of a minimum of forty (40) semester hours of credit from the area of specialization designed to achieve the objectives listed in PART III. In order to meet the objectives of the Art Program, academic preparation in the following areas is required for a standard certificate:

1. Art History - Three (3) semester hours minimum
2. Drawing - Three (3) semester hours minimum
3. Color and Design - Three (3) semester hours minimum
4. Painting - Three (3) semester hours minimum
5. Crafts - Three (3) semester hours minimum
6. Sculpture - Two (2) semester hours minimum
7. Print Making - Two (2) semester hours minimum
8. Ceramics - Two (2) semester hours minimum
9. Art electives to complete forty (40) semester hours

D. Provisional Level II Certificate

A minimum of 30 semester hours of credit in at least six of the areas (1-8) above are required to qualify for a Provisional Level II Certificate.

E. Provisional Level I Certificate

A minimum of twenty-four (24) semester hours of credit in at least four of the areas (1-8) listed above are required to qualify for a Provisional Level I Certificate.

F. The applicant shall pass the state curriculum examination in Art prior to being issued a certificate/license.

## PART III. Art Certification Objectives

The objectives for the Art Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 13: ART, pages 13-1 through 13-6.

# FOREIGN LANGUAGE

(French, German, Latin, Spanish and Other Approved Foreign Language)

## PART I. Introduction

This certificate authorizes the holder to teach, supervise and/or administer Foreign Language Programs in the appropriately endorsed language in grades K-12 in any accredited school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for elementary-secondary school certificate programs; admission standards; general education; and professional education as stated on pages 31-38.

C. The applicant shall pass the appropriate Foreign Language state curriculum examination prior to being issued a license/certificate.

D. The appropriate endorsement in one of the foreign language options will consist of a minimum of forty (40) semester hours of credit from the area of specialization designed to achieve the objectives listed in PART III.

E. The following are required in order to meet the objectives of the Foreign Language Program to qualify for a Standard Certificate:

### FRENCH

1. Standard Certificate

The approved program for the Standard Certificate in French requires 40 semester hours of credit in foreign language subjects. Specific requirements for a French certificate are as follows:

a) At least 35 of the 40 semester hours of credit must be in French; the additional 5 hours may be in any other language including classical languages.

b) The 40 semester hour requirement will apply to native speakers as well; however, the lower division (beginning and intermediate) courses can be shown on the transcript to help reach the 40 semester hours by means of CLEP, Advanced Placement, etc. This applies to work done at foreign universities also.

2. Provisional Level II Certificate

The approved program for the Provisional Level II Certificate requires 30 semester hours of credit in French.

3. Provisional Level I Certificate

The approved program for the Provisional Level I Certificate requires twenty-four (24) semester hours of credit in French.

4. Endorsement

Holders of a standard certificate in another teaching field may receive a special endorsement to teach French by completing the following:

a) Twenty-four (24) semester hours in French.

b) Pass the state curriculum examination for French.

Those seeking a special endorsement will receive such endorsement only at the grade level of their original standard certificate (early childhood, elementary, elementary-secondary, or secondary).

5. Those holding standard secondary foreign language certificates seeking elementary/secondary endorsement in French must show evidence of training in methods of teaching foreign languages in the elementary school.

### GERMAN

1. Standard Certificate

The approved program for the standard certificate in German requires 40 semester hours in foreign language subjects. Specific requirements for holders of a German certificate are as follows:

a) At least 35 of the 40 semester hour requirement must be in German; the additional 5 hours may be in any other language including classical languages.

b) The 40 semester hour requirement will apply to native speakers as well; however, the lower division (beginning and intermediate) courses can be shown on the transcript to help reach the 40 hours by means of CLEP, Advanced Placement, etc. This applies to work done at foreign universities also.

2. Provisional Level II Certificate

The approved program for the Provisional Level II Certificate requires 30 semester hours of credit in German.

3. Provisional Level I Certificate

The approved program for the Provisional Level I Certificate requires twenty-four (24) semester hours of credit in German.

4. Endorsement

Holders of a standard certificate in another teaching field may receive a special endorsement to teach German by completing the following:

a) Twenty-four (24) semester hours in German subjects.

b) Pass the state curriculum examination for German.

Those seeking a special endorsement will receive such endorsement only at the grade level of their original standard certificate (early childhood, elementary, elementary-secondary, or secondary).

5. Those holding standard secondary foreign language certificates seeking elementary/secondary endorsement in German must show evidence of training in methods of teaching foreign languages in the elementary school.

## LATIN

1. Standard Certificate

The approved program or the standard certificate in Latin requires 40 hours in foreign language subjects. Specific requirements for holders of a Latin certificate are as follows:

a) At least 35 of the 40 semester hour requirement must be in Latin and other classical studies; the remaining 5 hours may be taken in modern languages.

b) Those with coursework completed at a foreign university still must meet the 40 semester hour requirement; however, the Oklahoma university may show the coursework on the transcript as CLEP, Advanced Placement, credit equivalency, etc.

2. Provisional Level II Certificate

The approved program for the Provisional Level II Certificate requires 30 semester hours of credit in Latin.

3. Provisional Level I Certificate

The approved program for the Provisional Level I Certificate requires twenty-four (24) semester hours of credit in Latin.

4. Endorsement

Holders of a standard certificate in another teaching field may receive a special endorsement to teach Latin by completing the following:

a) Twenty-four (24) semester hours in Latin.

b) Pass the state curriculum examination for Latin.

Those seeking a special endorsement will receive such endorsement only at the grade level of their original standard certificate (early childhood, elementary, elementary-secondary, or secondary).

5. Those holding standard secondary foreign language certificates seeking elementary/secondary endorsement in Latin must show evidence of training in methods of teaching foreign languages in the elementary school.

## SPANISH

1. Standard Certificate

The approved program for the standard certificate in Spanish requires 40 semester hours of credit in foreign language subjects. Specific requirements for holders of a Spanish certificate are as follows:

a) At least 35 of the 40 semester hour requirement must be in Spanish; the additional 5 hours may be in any other language including classical languages.

b) The 40 semester hour requirement will apply to native speakers as well; however, the lower division (beginning and intermediate) courses can be shown on the transcript to help reach the 40 semester hours by means of CLEP, Advanced Placement, etc. This applies to work done at foreign universities also.

2. Provisional Level II Certificate

The approved program for the Provisional Level II Certificate requires 30 semester hours of credit in Spanish.

3. Provisional Level I Certificate

The approved program for the Provisional Level I Certificate requires twenty-four (24) semester hours of credit in Spanish.

4. Endorsement

Holders of a standard certificate in another teaching field may receive a special endorsement to teach Spanish by completing the following:

a) Twenty-four (24) semester hours in Spanish.

b) Pass the state curriculum examination for Spanish.

Those seeking a special endorsement will recieve such endorsement only at the grade level of their original standard certificate (early childhood, elementary, elementary-secondary, or secondary).

5. Those holding standard secondary foreign language certificates seeking elementary/secondary endorsement in Spanish must show evidence of training in methods of teaching foreign languages in the elementary school.

## OTHER APPROVED FOREIGN LANGUAGES

The approved program for any foreign language other than those listed must receive the approval of the State Board of Education and will be subject to the same regulations as those listed above.

## PART III. Foreign Language Certification Objectives

The objectives for the Foreign Language Program appear in the Objectives manual of the Oklahoma Certification Testing Program; FIELD 21: FRENCH, pp. 21-1 through 21-6; FIELD 22: GERMAN, pp. 22-1 through 22-4; FIELD 19: LATIN, pp. 19-1 through 19-5; FIELD 20: SPANISH, pp. 20-1 through 20-5.

# HEALTH

## PART I. Introduction

This certificate authorizes the holder to teach Health in grades K-12 in any accredited school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for elementary-secondary school certificate programs; admission standards; general education; and professional education as stated on pages 31-38.

### C. Specialization - Standard Certificate

The approved program for the Health certificate program requires a minimum forty (40) semester hours of credit from the area of specialization designed to achieve the objectives cited in PART III. Academic preparation is required in each of the following areas in order to meet the objectives of the standard Health program certificate:

1. Personal and Community Health
2. School and Community Health Services
3. Applied Anatomy
4. Basic Nutrition
5. School Health Programs
6. Community Health Programs
7. Safety and First Aid
8. Drug Education
9. Kinesiology
10. Exercise Physiology
11. Mental Health
12. Consumer Education
13. Electives in Health to complete forty (40) semester hours.

D. Provisional Level II Certificate

A minimum of thirty (30) semester hours of credit in at least ten (10) of the areas (1-12) above are required to qualify for a Provisional Level II Certificate.

E. Provisional Level I Certificate

A minimum of twenty-four (24) semester hours of credit in at least six (6) of the areas (1-12) listed above are required to qualify for a Provisional Level I Certificate.

F. The applicant shall pass the state curriculum examination in Health prior to being issued a license/certificate.

## PART III. Health Certification Objectives

The objectives for the Health Program for the Oklahoma Certification Testing Program are not written at this time.

# MUSIC - INSTRUMENTAL/GENERAL

## PART I. Introduction

This certificate authorizes the holder to teach Instrumental/General Music at the elementary and/or secondary level in any accredited school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for Elementary-Secondary School Certificate Programs; admission standards; general education; and professional education as stated on pages 31-38.

C. The approved program for the standard certificate in Music-Instrumental/General requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. The forty semester hours of credit in the area of specialization shall include:

1. Music Theory - Fifteen (15) semester hours minimum
2. Music History and Literature - Six (6) semester hours minimum
3. Applied Music (Principal Orchestral Instrument) - Eight (8) semester hours minimum
4. Applied Music (Secondary Orchestral Instruments) - Four (4) semester hours minimum
5. Applied Music (Piano) - Two (2) semester hours minimum
6. Instrumental Conducting - Two (2) semester hours minimum
7. Ensembles - Three (3) semester hours minimum
8. Additional semester hours in music may be completed as a part of the General Education component.

D. Provisional Level II Certificate

The Provisional Level II Certificate in Instrumental/General Music requires the completion of a program of study consisting of 30 semester hours in music with special emphasis in instrumental music. The applicant shall pass the state curriculum examination in Music as well as the specialized examination in Instrumental Music prior to being issued a license/certificate.

1. Music Theory - Ten (10) semester hours minimum
2. Music History and Literature - Four (4) semester hours minimum
3. Applied Music (Principal Orchestral Instrument) - Six (6) semester hours minimum
4. Applied Music (Secondary Orchestral Instruments) - Three (3) semester hours minimum
5. Applied Music (Piano) - Two (2) semester hours minimum
6. Instrumental Conducting - Two (2) semester hours minimum
7. Ensembles - Three (3) semester hours minimum

E. Provisional Level I Certificate

The Provisional Level I Certificate in Instrumental/General Music requires the completion of a program of study consisting of twenty-four (24) semester hours in Music with special emphasis in Instrumental Music. The program of study shall be distributed as follows:

1. Music Theory - Six (6) semester hours minimum
2. Music History and Literature - Two (2) semester hours minimum
3. Applied Music (Principal Orchestral Instrument) - Four (4) semester hours minimum
4. Applied Music (Secondary Orchestral Instrument) - Three (3) semester hours minimum
5. Applied Music (Piano) - Two (2) semester hours minimum
6. Instrumental Conducting - One (1) semester hour minimum
7. Ensembles - Two (2) semester hours minimum
8. Electives - 4 semester hours from categories 1-7 above

F. The applicant shall pass the state curriculum examination in Music as well as the specialized examination in Instrumental Music prior to being issued a license/certificate.

## PART III. Music - Instrumental/General Certification Objectives

The objectives for the Music-Instrumental/General Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, FIELDS 28 and 41: MUSIC, pp. 28-1 through 28-4 and 41-1 through 41-3.

# MUSIC - VOCAL/GENERAL

## PART I. Introduction

This certificate authorizes the holder to teach vocal/general music at the elementary and/or secondary level in any accredited school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for Elementary-Secondary School Certificate programs; admission standards; general education; and professional education as stated on pages 31-38.

C. The approved program for the Standard Certificate in Music-Vocal/General requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. The forty (40) semester hours of credit in the area of specialization shall include:

1. Music Theory - Fifteen (15) semester hours minimum
2. Music History and Literature - Six (6) semester hours minimum
3. Applied Music (Voice or Piano)* - Eight (8) semester hours minimum
4. Applied Music (Voice or Piano)* - Six (6) semester hours minimum
5. Choral Conducting - Two (2) semester hours minimum
6. Ensembles - Three (3) semester hours minimum
7. Additional semester hours in Music may be completed as part of the General Education component.

D. Provisional Level II Certificate

The Provisional Level II Certificate in Vocal/General Music requires the completion of a program of study consisting of 30 semester hours in music with special emphasis in vocal music. The applicant shall pass the state curriculum examination in Music as well as the specialized examination in Vocal Music

*If Voice is chosen under #3 above, #4 must be Piano; if Piano is chosen under #3 above, #4 must be Voice.

prior to being issued a license/certificate. The program shall be distributed as follows:

1. Music Theory - Ten (10) semester hours minimum
2. Music History and Literature - Four (4) semester hours minimum
3. Applied Music (Voice or Piano)* - Seven (7) semester hours minimum
4. Applied Music (Voice or Piano)* - Four (4) semester hours minimum
5. Choral Conducting - Two (2) semester hours minimum
6. Ensembles - Three (3) semester hours minimum

E. Provisional Level I Certificate

The Provisional Level I Certificate in Vocal/General Music requires the completion of a program of study consisting of twenty-four (24) semester hours in music with special emphasis in Vocal Music. The program of study shall be distributed as follows:

1. Music Theory - Six (6) semester hours minimum
2. Music History and Literature - Two (2) semester hours minimum
3. Applied Music (Voice or Piano)* - Six (6) semester hours minimum
4. Applied Music (Voice or Piano)* - Three (3) semester hours minimum
5. Choral Conducting - One (1) semester hour minimum
6. Ensembles - Two (2) semester hours minimum
7. Electives - Four (4) semester hours from categories 1-6 above

F. The applicant shall pass the state curriculum examination in Music as well as the specialized examination in Vocal Music prior to being issued a license/certificate.

*If Voice is chosen under #3 above, #4 must be Piano; if Piano is chosen under #3 above, #4 must be Voice.

## PART III. Music - Vocal/General Certification Objectives

The objectives for the Music-Vocal/General Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, FIELDS *28 and 40:* MUSIC, pp. 28- through 28-4 and 40-1 through 40-3.

## PHYSICAL EDUCATION/HEALTH

PART I. Introduction

This certificate authorizes the holder to teach Physical Education and Health in Grades K-12 in any accredited school in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for elementary-secondary school certificate programs; admission standards; general education; and professional education as stated on pages 31-38.

C. Specialization - Standard Certificate

The Physical Education Program will consist of a minimum of forty (40) semester hours of credit from the area of specialization designed to achieve the objectives cited in PART III. Academic preparation is required in the following areas in order to meet the objectives of the Physical Education/Health Program for a Standard Certificate. No more than two of the areas listed below may be integrated into a single course.

1. Foundations of Physical Education
2. Motor Learning
3. Sports and Movement Skills
4. Sports Skill Assessment
5. Exercise Physiology
6. Kinesiology
7. Applied Anatomy
8. Care and Prevention of Athletic Injuries
9. Adapted Physical Education
10. Management of Physical Education Programs
11. Sports Officiating
12. Safety and First Aid
13. Personal Health Science
14. School and Community Health Programs

15. Basic Nutrition

16. Mental Health

17. Drug Education

18. Physical Education/Health electives to complete forty (40) semester hours

B. Provisional Level II Certificate

A minimum of thirty (30) semester hours of credit in at least ten of the areas (1-17) above are required to qualify for a Provisional Level II Certificate.

C. Provisional Level I Certificate

A minimum of twenty-four (24) semester hours of credit in at least eight of the areas (1-17) listed above are required to qualify for a Provisional Level I Certificate.

D. The applicant shall pass the curriculum examination in Physical Education/Health prior to being issued a license/certificate.

## PART III. Physical Education/Health Certification Objectives

The objectives for the Physical Education/Health Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, FIELD 14: HEALTH AND PHYSICAL EDUCATION, pp. 14-1 through 14-8.

## READING SPECIALIST

PART I. Introduction

This certificate authorizes the holder to serve as a Reading Specialist in grades K-12 in any accredited school in Oklahoma. This is a graduate level program.

PART II. Special Criteria

A. Standard Certificate

1. Completion of a bachelor's degree is a prerequisite for entrance into the Reading Specialist Program.

2. A minimum of six semester hours of coursework is required in the following areas as a prerequisite to the coursework specified in 5a through 5c:

   a. one course in reading methods

   b. one course in language arts methods or literature (children's or adolescent)

3. Candidates receiving the Reading Specialist Certificate must hold a standard teaching certificate in early childhood, elementary education, elementary-secondary, or secondary education.

4. A minimum of two (2) years teaching experience is required in an accredited elementary or secondary school.

5. The program for the Reading Specialist Certificate shall include eighteen (18) semester hours of graduate coursework in the following areas:

   a. Six (6) semester hours in Foundation or Survey of Reading (content related exclusively to Reading Instruction or the Psychology of Reading). Such content ordinarily would be first in the sequence of reading courses.

   b. Six (6) semester credit hours in Diagnosis and Correction of Reading Disabilities (content includes: causes of reading disabilities; observation and interview procedures; diagnostic instruments; standard and informal tests; report writing; materials and methods of instruction; and individual test interpretation as it relates to reading).

   c. Six (6) semester credit hours in Laboratory and Clinical Practicum in Reading (experiences in which students diagnose and treat reading disability cases under supervision and experiences in developmental reading instruction to include group diagnostic teaching).

6. Professional Education coursework designed to fulfill master's degree requirements shall be in the following areas: 1) Foundations; 2) Curriculum Development; 3) Research; 4) Measurement; and 5) Theories or Methods of Learning.

7. Other coursework to complete a master's degree may include content in any of the areas 5a, 5b, or 5c above or the following areas: primary reading materials, intermediate reading materials, secondary reading materials, linguistics, organization and supervision of reading programs, reading disabilities, reading for the exceptional child, language development, children's or adolescent literature, individual mental testing, learning disabilities.

B. Provisional Level II Certificate

1. Completion of a Bachelor's Degree is a prerequisite for entrance into the Reading Specialist Program.

2. Six (6) semester credit hours are required in the following areas:

   a. one course in reading methods

   b. one course in language arts methods or literature (children's or adolescent)

3. The applicant must hold a standard teaching certificate in early childhood, elementary education, elementary-secondary education, or secondary education and have a minimum of two (2) years of classroom experience prior to the issuance of the Provisional Level II Certificate.

4. Applicants must complete a minimum of twenty (20) graduate semester hours, twelve (12) semester hours of which must be in reading. The twelve semester hours of reading must include at least one course from each of the categories 5a, 5b, and 5c.

   c. The applicant shall pass the state curriculum examination for the Reading Specialist prior to being issued a certificate/license.

## PART III. Reading Specialist Certification Objectives

The objectives for the Reading Specialist Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, Field 06: READING SPECIALIST, pp. 06-1 through 06-7.

# SPECIAL EDUCATION

A. Emotionally Disturbed

B. Physically Handicapped

C. Learning Disabilities

D. Mental Retardation

E. Visually Impaired

F. Hearing Impaired

The six certificate programs listed above fall within the general field of Special Education. The first five programs, Emotionally Disturbed, Physically Handicapped, Learning Disabilities, Mental Retardation and Visually Impaired share a common set of Special Education objectives as well as a common core of Special Education coursework which is listed within the Special Criteria Section of each certificate program.

(The list of objectives which apply to A, B, C, D and E appear on pages 31-1 through 31-6 of the Objectives manual from the Oklahoma Teacher Certification Testing Program.)

## SPECIAL EDUCATION - EMOTIONALLY DISTURBED

PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Emotionally Disturbed in grades N-12 in any accredited school in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. All criteria regarding general regulations, admissions standards, general education and professional education must be satisfied as described on pages 31-38.

C. Specialization - Standard Certificate

The Standard Certificate in Special Education - Emotionally Disturbed requires the completion of a minimum of 40 semester hours of specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the specialization courses. The Survey of Exceptional Individuals may count as part of the 40 semester hours of specialization.

1. Special Education Core

Within the minimum forty (40) semester hours of specialization required for this certificate, a minimum of sixteen (16) semester hours are required in the following. No more than two of the areas listed below may be integrated into a single course.

a. Introduction to Speech Pathology and Language Development/Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation and Placement of Exceptional Individuals

e. Behavior Intervention and Management *

f. Early Identification of and Intervention for Exceptional Infants and Children

g. Conferencing and Counseling Regarding Exceptional Individuals *

* Coursework in this area may be completed in the professional education sequence.

2. Curriculum Content

The area of specialization shall include twelve (12) semester hours in curriculum content with at least one (1) course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the general education requirements.

3. Specialization in Emotionally Disturbed

Specialization shall also include a minimum of twelve (12) semester hours in Special Education - Emotionally Disturbed in the following specific areas:

a. Introduction to/Characteristics of Emotionally Disturbed

b. Procedures for Teaching the Emotionally Disturbed

c. Practicum in Emotionally Disturbed (4 semester hours minimum)

Any remaining Specialization courses taken to complete the forty (40) semester hour requirement shall be in Special Education - Emotionally Disturbed, in other Special Education areas, or in other content methods courses.

D. Provisional Level II Certificate

The Provisional Level II Certificate shall require thirty (30) semester hours in specialization which includes twelve (12) semester hours in the core area listed in C.1. and ten (10) semester hours in curriculum content from C.2. and eight (8) semester hours in Specialization in Emotionally Disturbed from C.3.

E. Provisional Level I Certificate

The Provisional Level I Certificate shall require twenty-four (24) semester hours of credit in Special Education courses which include eight (8) semester hours of credit from the core area as specified in C.1. and eight (8) semester hours of credit in curriculum content from C.2. and eight (8) semester hours of credit in Specialization in Emotionally Disturbed from C.3.

F. The applicant shall pass the state curriculum examination in Special Education as well as the specialized examination in Emotionally Disturbed prior to being issued a license/certificate.

## PART III. Special Education - Emotionally Disturbed Certification Objectives

The general Special Education objectives appear on pages 31-1 through 31-6 of the Objectives manual from the Oklahoma Teacher Certification Testing Program and the specific Emotionally Disturbed objectives appear on pages 58-1 through 58-4 of the Objectives manual.

## SPECIAL EDUCATION - PHYSICALLY HANDICAPPED

### PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Physically Handicapped in grades N-12 in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. All criteria regarding general regulations, admissions standards, general education and professional education must be satisfied as described on pages 31-38.

C. Specialization - Standard Certificate

The Standard Certificate in Special Education - Physically Handicapped requires the completion of a minimum of forty (40) semester hours of specialization. A minimum of two credit hours in the Survey of the Exceptional Individuals is a prerequisite to the specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of specialization.

1. Special Education Core Area

Within the minimum forty (40) semester hours of specialization required for this certificate, a minimum of sixteen (16) semester hours are required in the following. No more than two of the areas listed below may be integrated into a single course.

a. Introduction to Speech Pathology and Language Development/Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation and Placement of Exceptional Individuals

e. Behavior Intervention and Management *

f. Early Identification of and Intervention for Exceptional Infants and Children

g. Conferencing and Counseling Regarding Exceptional Individuals *

* Coursework in this area may be completed in the professional education sequence.

2. Curriculum Content

The area of specialization shall include twelve (12) semester hours in curriculum content with at least one course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the general education requirements.

3. Specialization in Physically Handicapped

Specialization shall also include a minimum of twelve (12) semester hours in Special Education - Physically Handicapped with the following minimum requirements in specific areas:

a. Introduction to/Characteristics of the Physically Handicapped

b. Procedures for Teaching the Physically Handicapped

c. Practicum in Physically Handicapped - four (4) semester hours

Any remaining specialization courses taken to complete the forty (40) semester hour requirement shall be in the area of specialization for the Physically Handicapped, in other Special Education areas, or in other content methods courses.

D. Provisional Level II Certificate

The Provisional Level II Certificate for Special Education - Physically Handicapped shall require thirty (30) semester hours in specialization which include twelve (12) semester hours in the core area listed in C.1. and ten (10) semester hours in curriculum content from C.2. and eight (8) semester hours in Specialization in Physically Handicapped from C.3.

E. Provisional Level I Certificate

The Provisional Level I Certificate for Special Education - Physically Handicapped shall require twenty-four (24) semester hours in Special Education specialization courses which include eight (8) semester hours of credit from the core area listed in C.1, eight (8) semester hours in curriculum content from C.2. and eight (8) semester hours in Specialization in Physically Handicapped from C.3.

F. The applicant shall pass the state curriculum examination in Special Education as well as the specialized examination in Physically Handicapped prior to being issued a license/certificate.

## PART III. Special Education - Physically Handicapped Certification Objectives

The general Special Education objectives appear on pages 31-1 through 31-6 of the Objectives manual from the Oklahoma Teacher Certification Testing Program, and the specific Physically Handicapped objectives appear on pages 59-1 through 59-4 of the Objectives manual.

## SPECIAL EDUCATION - LEARNING DISABILITIES

### PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Learning Disabilities in grades N-12 in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. All criteria regarding general regulations, admissions standards, general education and professional education must be satisfied as described on pages 31-38.

C. The Standard Certificate in Special Education - Learning Disabilities requires the completion of a minimum of forty (40) semester hours of specialization. A minimum of two (2) hours in the Survey of Exceptional Individuals is a prerequisite to the specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of specialization.

1. Special Education Core Area

Within the minimum forty (40) semester hours of specialization required for this certificate, a minimum of sixteen (16) semester hours are required in the following. No more than two of the areas listed below may be integrated into a single course.

a. Introduction to Speech Pathology and Language Development

b. Foundations for Reading Instruction (Methods and Materials)

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation and Placement of Exceptional Individuals

e. Behavior Intervention and Management *

f. Early Identification of and Intervention for Exceptional Infants and Children

g. Conferencing and Counseling Regarding Exceptional Individuals *

* Coursework in this area may be completed in the professional education sequence.

2. Curriculum Content

The area of specialization shall include twelve (12) semester hours in curriculum content with at least one course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the general education requirements.

3. Specialization in Learning Disabilities

Specialization shall also include a minimum of twelve (12) semester hours in Special Education - Learning Disabilities in the following specific areas:

a. Introduction to/Characteristics of Learning Disabilities

b. Remediation of Language and Communication Disorders

c. Procedures for Teaching the Learning Disabled

d. Practicum in Learning Disabilities (4 semester hours minimum)

Any remaining Specialization courses taken to complete the forty (40) semester hour requirements shall be in Learning Disabilities, in other Special Education areas, or in other content methods courses.

## D. Provisional Level II Certificate

The Provisional Level II Certificate shall require thirty (30) semester hours in Specialization which includes twelve (12) semester hours in the core areas listed in C.1. and ten (10) semester hours in curriculum content from C.2. and eight (8) semester hours in Specialization in Learning Disabilities from C.3.

## E. Provisional Level I Certificate

The Provisional Level I Certificate shall require twenty-four (24) semester hours in Special Education specialization courses which includes eight (8) semester hours from the core area listed in C.1. and eight (8) semester hours of credit in curriculum content from C.2. and eight (8) semester hours of credit in Specialization in Learning Disabilities from C.3.

F. The applicant shall pass the state curriculum examination in Special Education as well as the specialized examination in Learning Disabilities prior to being issued a license/certificate.

## PART III. Special Education - Learning Disabilities Certification Objectives

The general Special Education objectives appear on pages 31-1 through 31-6 of the *Objectives* manual from the Oklahoma Certification Testing Program, and the specific Learning Disabilities objectives appear on pages 60-1 through 60-3 of the *Objectives* manual.

# SPECIAL EDUCATION - MENTAL RETARDATION

## PART I. Introduction

This certificate authorizes the holder to teach exceptional children in the area of Mental Retardation in grades N-12 in any accredited school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. All criteria regarding general regulations, admission standards, general education and professional education must be satisfied as described on pages 31-38.

C. Specialization - Standard Certificate

The Standard Certificate in Special Education - Mental Retardation requires the completion of a minimum of forty (40) semester hours of specialization. A minimum of two (2) semester hours in the Survey of Exceptional Individuals is a prerequisite to the specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of specialization.

1. Special Education Core Area

Within the minimum forty (40) semester hours in specialization required for this certificate, a minimum of sixteen (16) semester hours of credit are required in the following. No more than two of the areas listed below may be integrated into a single course.

a. Introduction to Speech Pathology and Language Development/Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation and Placement of Exceptional Individuals

e. Behavior Intervention and Management *

f. Early Identification of and Intervention for Exceptional Infants and Children

g. Conferencing and Counseling Regarding Exceptional Individuals *

* Coursework in the area may be completed in the professional education sequence.

2. Curriculum Content

The area of specialization shall include twelve (12) semester hours in curriculum content with at least one course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the general education requirements.

3. Specialization in Mental Retardation

Specialization shall also include a minimum of twelve (12) semester hours in Mental Retardation in the following specific areas:

a. Introduction to/Characteristics of Mental Retardation

b. Procedures for Teaching the Mentally Retarded

c. Practicum: Mental Retardation - Four (4) semester hours minimum

Any remaining Specialization courses taken to complete the forty (40) hour requirements shall be in Mental Retardation, in other Special Education areas, or in other content methods courses.

D. Provisional Level II Certificate

The Provisional Level II Certificate for Special Education - Mental Retardation requires thirty (30) semester hours in specialization which includes twelve (12) semester hours in the core area listed in C.1. and ten (10) semester hours in curriculum content from C.2. and eight (8) semester hours in Specialization in Mental Retardation from C.3.

E. Provisional Level I Certificate

The Provisional Level I Certificate for Special Education - Mental Retardation shall require twenty-four (24) semester hours in Special Education specialization courses which includes eight (8) semester hours of credit from the core area listed in C.1.and eight (8) semester hours of credit in curriculum content from C.2. and eight (8) semester hours of credit in Specialization in Mental Retardation from C.3.

F. The applicant shall pass the state curriculum examination in Special Education as well as the specialized examination in Mental Retardation prior to being issued a license/certificate.

## PART III. Special Education - Mental Retardation Certification Objectives

The general Special Education objectives appear on pages 31-1 through 31-6 of the *Objectives* manual from the Oklahoma Certification Testing Program and the specific Mental Retardation objectives appear on pages 61-1 through 61-4 of the *Objectives* manual.

## SPECIAL EDUCATION - VISUALLY IMPAIRED

### PART I. Introduction

This certificate authorizes the holder to teach visually impaired children in grades N-12 in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. All criteria regarding general regulations, admissions standards, general education and professional education must be satisfied as described on pages 31-38.

C. Specialization - Standard Certificate

The Standard Certificate for Special Education - Visually Impaired requires the completion of a minimum of forty (40) semester hours of specialization. A minimum of two (2) semester hours in the Survey of the Exceptional Individuals is a prerequisite to the specialization courses. The Survey of Exceptional Individuals may count as part of the forty (40) semester hours of specialization.

1. Special Education Core

Within the minimum forty (40) semester hours of specialization required for this certificate, a minimum of sixteen (16) semester hours are required in the following. No more than two of the areas listed below may be integrated into a single course.

a. Introduction to Speech Pathology and Language Development/Disorders

b. Foundations for Reading Instruction

c. Diagnosis and Remediation of Reading

d. Study of Assessment Instruments, Interpretation and Placement of Exceptional Individuals

e. Behavior Intervention and Management *

f. Early Identification of and Intervention for Exceptional Infants and Children

g. Conferencing and Counseling Regarding Exceptional Individuals *

* Coursework in this area may be completed in the professional education sequence.

2. Curriculum Content

The area of specialization shall include twelve (12) semester hours in curriculum content with at least one course in each of the following: mathematics, English, science, and social studies. An additional twelve (12) semester hours in curriculum content are taken as part of the general education requirements.

3. Specialization in Visually Impaired

Specialization shall also include a minimum of twelve (12) semester hours in the Special Education - Visually Impaired category in the following specific areas:

a. Orientation and Mobility - Two (2) semester hours minimum

b. Anatomy and Structure of the Eye - Three (3) semester hours minimum

c. Curricular Adaptation (working with the Visually Impaired in the classroom) - Three (3) semester hours minimum

d. Practicum in Visually Impaired - Four (4) semester hours minimum

Any remaining specialization courses taken to complete the forty (40) semester hour requirement shall be in the area of Visually Impaired, in other Special Education areas, or in other content methods courses.

D. Provisional Level II Certificate

The Provisional Level II Certificate requires thirty (30) semester hours in specialization which includes twelve (12) semester hours in the core area listed in C.1. and ten (10) semester hours in content curriculum from C.2. and eight (8) semester hours in Specialization in Visually Impaired from C.3.

E. Provisional Level I Certificate

The Provisional Level I Certificate requires twenty-four (24) semester hours in Special Education courses which include eight (8) semester hours of credit from the core area listed in C.1. and eight (8) semester hours of credit in curriculum content from C.2. and eight (8) semester hours in Specialization in Visually Impaired from C.3.

F. The applicant shall pass the state curriculum examination in special Education as well as the specialized examination in Visually Impaired prior to being issued a license/certificate.

## PART III. Special Education - Visually Impaired Certification Objectives

The general Special Education objectives appear on page 31-1 through 31-6 of the *Objectives* manual from the Oklahoma Teacher Certification Testing Program and the specific Visually Impaired objectives appear on pages 62-1 through 62-4 of the *Objectives* manual.

## SPECIAL EDUCATION - HEARING IMPAIRED

### PART I. Introduction

This certificate authorizes the holder to teach exceptional children with hearing impairments in grades N-12 in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. All criteria regarding general regulations, admission standards, general education and professional education must be satisfied as described on pages 31-38.

C. Specialization - Standard Certificate

The Standard Certificate in Special Education - Hearing Impaired requires the completion of forty (40) semester hours of credit in the area of specialization based on he objectives cited in PART III. The forty (40) semester hours of credit in specialization shall be distributed as follows:

1. Foundations of Education of the Hearing Impaired - Three (3) semester hours minimum
2. Speech Science and Audiology - a minimum of seven (7) semester hours:
    a. Anatomy and Physiology of the Speech and Hearing Mechanisms - Two (2) semester hours minimum
    b. Hearing Tests and Measurements - Three (3) semester hours minimum
    c. Auditory Training - One (1) semester hour minimum
3. Language Communication - Eighteen (18) semester hours minimum to include:
    a. Normal Language Development - Two (2) semester hours minimum
    b. Teaching Language to the Hearing Impaired - Four (4) semester hours minimum
    c. Teaching Speech to the Hearing Impaired - Four (4) semester hours minimum
    d. Alternate Methods of Communication - Two (2) semester hours minimum

e. Speechreading - One (1) semester hour minimum

f. Language Disorders - Assessment and Remediation - Three (3) semester hours minimum

g. Remaining coursework may be chosen from categories a through f or from linguistics or phonetics.

4. Curriculum and Instruction for the Hearing Impaired - eight (8) semester hours minimum from the following with some work required in areas a and b:

a. Instructional Strategies

b. Curriculum Development

c. Teaching School Subjects with Emphasis in Reading

d. Diagnostic and Prescriptive Teaching

5. Practicum (observation, participation, and practice in a clinical setting) - Three (3) semester hours

6. Electives - One (1) semester hour from categories 1 through 4

D. Provisional Level II Certificate

The Provisional Level II Certificate shall require thirty (30) semester hours of credit in specialization with some work completed in each of the categories 1 through 4 from PART II.C.

E. Provisional Level I Certificate

The Provisional Level I Certificate shall require twenty-four (24) semester hours of credit in the area of specialization with some work completed in each of the categories 1 through 4 from PART II.C.

F. The applicant shall pass the state curriculum examination in the area of Hearing Impaired prior to being issued a license/ certificate.

PART III. Special Education - Hearing Impaired Certification Objectives

The objectives of the Special Education - Hearing Impaired Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 23: DEAF AND HARD OF HEARING, pp. 23-1 through 23-7.

## SECONDARY SCHOOL CERTIFICATE PROGRAMS
### Grades 7-12

Agriculture
Business
Driver and Safety. Education
English
Home Economics
Industrial Arts
Journalism
Mathematics
Science
Social Studies
Speech and Drama

The holder of a Secondary School Certificate is eligible to teach in grades 7 through 12 in the schools of Oklahoma.

Specific Requirements for Secondary School Certificate Programs

A. The applicant shall meet the requirements in "General Regulations" for teachers' certificates as specified on pages 1-8.

B. The applicant shall hold a bachelors degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved certificate sought.

## ADMISSION STANDARDS

Each approved program will demonstrate an admissions procedure designed to recruit a candidate with a strong commitment to teaching. The criteria to be included are the following:

A. A minimum grade point average of 2.50.

B. Evidence of adequate reading, writing, and verbal communication skills demonstrated by appropriate academic coursework and an interview with an Admission Committee.

C. Expressed interest in teaching demonstrated by prior experiences and activities.

D. An academic record that clearly indicates the candidate's commitment to the academic aspects of teaching.

E. Evidence of personal traits that suggests potential for working with youth, with parents, and with the other constituencies in education.

Each admission must be based on a professional assessment of the candidate on all of the above criteria.

## STANDARD CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION

General Education is based on those studies known as the liberal arts, which embrace the broad areas of the humanities, mathematics, the biological and physical sciences, the social and behavioral sciences, and oral and written communication skills. College credit used to satisfy the requirements in General Education, in an amount not to exceed twelve (12) semester hours, may also be counted in meeting requirements in the field of specialization.

STANDARD I. The General Education Program shall:

A. Stimulate scholarship that will give understanding and help prepare people for change.

B. Foster individual fulfillment and nurture free, rational, and responsible adults.

C. Cultivate appreciation for the values associated with a free society.

D. Contribute to the development of leaders who are intellectually competent, imaginative, and vigorous.

E. Contribute to professional knowledge and its application.

F. Encourage discernment of the values inherent in world cultures.

STANDARD II. General Education is a development experience emphasizing the first two (2) years of higher education extending throughout the baccalaureate program.

STANDARD III. Each institution approved for the education of teachers shall be responsible for building a sequential program of general studies. A minimum of fifty (50) semester hours in General Education is required, distributed so that:

A. Upon successful completion of the general education component, the student will have acquired competencies in each of the following areas:

1. Communication Skills: conversational speaking, composition, listening, and reading

2. Mathematics: computation, applications, thought processes, vocabulary, and concepts

3. United States History and Government: the growth and development of the United States as a nation and its place in world affairs and an analysis of the United Constitutional Government

4. Science: physical and biological sciences

5. Behavioral Sciences: the study of psychology, and/or sociology, and/or anthropology

6. Arts and Humanities: the study of significant ideas of western civilization as manifested in art, literature, music, and philosophy.

B. Any electives needed to fulfill the fifty (50) hour minimum requirement may be selected from Category A or the following:

1. Contemporary World Culture: social, geographic, political, and economic conditions and their impacts on current problems in the world and nations; foreign language, American ethnic studies, and world literature with emphasis on, but not limited to, the writings of English and American authors

2. Practical Arts: skills in areas such as typing, business, accounting, home economics, industrial arts, agriculture, drafting, computer science, and library science

3. Health and Physical Education: the principles of physical and health education as they apply to the individual and the community

## PROFESSIONAL EDUCATION

The professional sequence shall include classroom and field experiences incorporating a minimum of thirty (30) semester hours. These experiences shall include coursework fulfilling the criteria specified in Standards I through V. College credit used to satisfy the requirements in Professional Education may not be counted in meeting requirements in the field of specialization except where specifically designated in the Standards.

The fulfillment of the professional sequence will include evidence that the candidate has successfully completed:

A. Appropriate laboratory and field experiences designed to provide a pre-service teacher an opportunity to synthesize, apply and extend knowledge and problem solving abilities acquired in educational foundations, theory, methods courses, and principle subject areas.

B. Supervised developmental and sequential pre-student teaching experiences in the field. A minimum of forty-five (45) clock hours is required.

C. A student teaching experience equivalent to one (1) semester (not less than twelve (12) weeks in the school environment).

D. Coursework in each of the following areas: Foundations of Education, Human Growth and Development, Learning, Evaluation, Exceptional Child, Media, Methods, and Student Teaching.

STANDARD I. The professional sequence shall include knowledge of the processes of human growth, development, and learning and the practical application of this knowledge to the instructional process. In achieving Standard I, the student will demonstrate a knowledge of:

A. Individual differences among students such as interests, values, cultural, and socio-economic background.

B. Strategies to utilize data in grouping students for learning activities.

C. The development of instructional goals and objectives appropriate to student needs and learning modes.

D. Sequencing learning activities and experiences both logically and psychologically.

E. Behavior patterns of students.

F. Classroom conditions which are varied and appropriate.

G. Student self-awareness and positive self-concepts.

STANDARD II. The professional sequence shall include an understanding of the foundations underlying the development and organization of education in the United States. In achieving Standard II, the student will demonstrate a knowledge of:

A. The historical and philosophical development of education in the United States.

B. The organization of public schools.

C. Cultural pluralism as it relates to the public schools.

D. The development of education as a profession.

E. Legal and ethical considerations of school personnel (including the rights and responsibilities of teachers, students, administrators, and staff).

F. The characteristics of effective teachers.

G. Democratic principles, free public education, and equal education opportunity.

H. Objectives and purposes of education relating to pupils, parents, and other citizens.

I. School programs and the participatory role of the teacher in activities which contribute to student and faculty development.

STANDARD III. The professional sequence shall include evidence that knowledge of measurement, methods, materials, and media appropriate to teaching is included. Emphasis shall be in the student's fields(s) of specialization. In achieving Standard III, the student will demonstrate a knowledge of:

A. Administration and interpretation of assessment techniques (standardized tests, sociometrics, etc.).

B. Design and use of teacher-made tests (diagnostic and achievement, etc.).

C. Appropriate organization of instructional resources and materials for effective teaching.

D. A variety of appropriate instructional strategies (programmed instruction, games, simulations, etc.).

E. The appropriate use of a variety of communication patterns within the classroom.

F. Individualization of instruction when appropriate.

G. Interaction patterns and the ability to modify plans on the basis of feedback.

H. Incorporating reading techniques in content subjects.

STANDARD IV. The professional sequence shall include the teaching of the purposes, administrative organization, and operation of the total education program of the school. In achieving Standard IV, the student will demonstrate a knowledge of:

A. Cultural pluralism concepts.

B. Effective interaction and communication with parents.

C. The organization of public schools.

D. The major contemporary problems in public education.

E. The professional organizations in education.

F. The requirements for accreditation, licensure, and certification.

STANDARD V. The professional sequence shall include demonstrated ability to teach effectively and work ethically with pupils, teachers, administrators, and parents. In achieving Standard V, documentation will be provided (rating scales, systematic observation, video tape, etc.) to evaluate the student teacher's ability to:

A. Differentiate among the appropriate roles and responsibilities of pupils, teachers, administrators, para-professionals, and parents.

B. Organize and implement a variety of activities to facilitate learning.

C. Exhibit professional scholarship and behavior.

D. Interact and communicate effectively with parents.

E. Conceptualize and predict accurately the interaction of influencing variables in teaching and learning.

F. Identify and become sensitive to individual differences among students.

G. Plan, implement and evaluate appropriate educational goals and related experiences for students.

H. Work effectively as a member of an educational team.

SPECIALIZATION

Refer to individual certificate programs for specific requirements in the area of specialization. College credit used to satisfy the requirements in specialization may not be counted in meeting requirements in Professional Education.

## PROVISIONAL LEVEL II CERTIFICATE REQUIREMENTS

The applicant for a Provisional Level II Secondary Certificate shall:

A. Be a graduate of an accredited four-year college or university and hold the appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed thirty (30) semester hours of appropriate academic preparation in the area of specialization for the certificate sought (see individual programs).

D. Have completed twenty-four (24) semester hours of appropriate academic preparation in professional education including field experience and student teaching at the secondary level.

E. Have passed the state curriculum examination in the specific area(s) to be taught prior to being issued a Provisional Level II Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## PROVISIONAL LEVEL I REQUIREMENTS

The applicant for a Provisional Level I Secondary Certificate shall:

A. Be a graduate of an accredited four-year college or university and hold an appropriate baccalaureate degree.

B. Have completed fifty (50) semester hours of credit in general education as specified under General Education Standards for the Standard Certificate.

C. Have completed twenty-four semester hours of credit in the area of specialization.

D. Have completed eighteen (18) semester hours of credit in professional education including some work in field experiences, practicum, or student teaching.

E. Have passed the state curriculum examination(s) in the specific area(s) to be taught prior to being issued a Provisional Level I Certificate.

F. Have completed an approved program from an accredited college or university and shall have received a recommendation for certification from that institution.

## ENTRY-YEAR ASSISTANCE PROGRAM

The applicant shall successfully complete the Entry-Year Assistance Program as a licensed teacher prior to being issued a certificate. (This applies to all applicants who have completed their initial teacher preparation program after January 31, 1982)

# AGRICULTURE

## PART I. Introduction

This certificate authorizes the holder to teach Agriculture in any accredited secondary schools in Oklahoma.

## PART II. Special Criteria

A. The applicant must satisfy all criteria regarding general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. The applicant shall have had four years of agricultural experience since the fourteenth birthday. This experience should have occurred in an individualized, supervised occupational program in Vocational Agriculture and/or on a farm or other agricultural business.

D. Applicants transferring coursework from a Junior College or a four-year college not designated as an approved institution for Agricultural Education, must complete upper division courses in each area of the specialization at an institution offering an approved program in Agriculture.

E. Specialization - Standard Certificate

The approved program for the Standard Agriculture Certificate requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. Academic preparation for fulfilling specialization requirements is as follows:

1. Agricultural Economics
    - a. Principles of Agricultural Economics - Four (4) semester hours minimum
    - b. Agricultural Prices or Marketing - Three (3) semester hours minimum
    - c. Farm Business Management - Three (3) semester hours minimum
2. Plant Sciences
    - a. General Plant Sciences - Six (6) semester hours minimum

    b. Soil Management - Four (4) semester hours minimum

3. Animal Sciences

    a. Animal Production and Management - Seven (7) semester hours minimum

    b. Basic Animal Nutrition - Three (3) semester hours minimum

4. Mechanized Agriculture

    a. Farm Shop Skills - Two (2) semester hours minimum

    b. Farm Mechanics - Two (2) semester hours minimum

    c. Advanced Agricultural Mechanics - Six (6) semester hours minimum

F. Provisional Level II Certificate

The Provisional Level II Certificate requires thirty (30) semester hours of credit from PART II E to include some coursework from each category (1 through 4).

G. Provisional Level I Certificate

The Provisional Level I certificate requires twenty-four (24) semester hours of credit from PART II E to include some coursework from each category (1 through 4).

H. Specialization - Vocational Agriculture Endorsement (18 semester hours)

In order to qualify for the Vocational Agriculture Endorsement applicants must receive a recommendation for the license/certificate from the State Supervisor of Vocational Agriculture in addition to an institutional recommendation. The following minimum requirements must be met in addition to the Standard Certificate requirements for the Agriculture Certificate.

1. Science in Field of Specialization - Entomology - Three (3) semester hours minimum

2. Electives in Agriculture - Selected from areas in PART II E 1-4, or PART II F 1 - Fifteen (15) semester hours minimum

I. The applicant shall pass the state curriculum examination in Agriculture prior to being issued a license/certificate.

## PART III. Agriculture Certification Objectives

The objectives for the Agriculture Program appear in the Objectives manual for the Oklahoma Certification Testing Program, FIELD 10: AGRICULTURE, pp. 10-1 through 10-7.

# BUSINESS

## PART I. Introduction

This certificate authorizes the holder to teach Business in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant must satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. Specialization - Standard Certificate

The approved program for the standard certificate in Business requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III.

1. Credit must be completed in each of the following - Thirty-three (33) semester hours minimum:

    a. Accounting - Six (6) semester hours minimum

    b. Economics - to include one course in Consumer Economics - Six (6) semester hours minimum

    c. Computers in Business/Information Processing - fundamentals and usage - Six (6) semester hours minimum

    d. Typewriting - Three (3) semester hours minimum other than the beginning course

    e. Office/Secretarial Procedures or Office Management - Three (3) semester hours minimum

    f. Business Law - Three (3) semester hours minimum

    g. Business English/Communications - Three (3) semester hours minimum

    h. Business Mathematics - Three (3) semester hours minimum

2. Electives - Seven (7) semester hours

    a. Shorthand
    b. Career/Occupational Information
    c. Marketing
    d. Finance
    e. Management
    f. Business Machines
    g. Other Courses from PART II C 1

D. Provisional Level II Certificate

The Provisional Level II Certificate in Business requires thirty (30) semester hours of credit from PART II C 1.

E. Provisional Level I Certificate

The Provisional Level I Certificate in business requires twenty-four (24) semester hours of credit from PART II C 1.

F. Endorsement (Vocational Business and Office Endorsement - twelve (12) semester hours

The Vocational Business and Office Endorsement must be coded on a Standard Business Certificate.* In order to qualify for the Vocational Business and Office Endorsement, the applicant shall:

1. Have a minimum of one (1) years of experience in approved business or office occupations.

2. Receive a recommendation for the endorsement from the State Supervisor of Vocational Business and Office in addition to an institutional recommendation.

3. Meet the following requirements in addition to those specified for the Standard Business Education Certificate.

    a. Methods/Correlation of Teaching and Vocational Program Applications - Three (3) semester hours minimum

    b. History and Philosophy of Vocational Education - Three (3) semester hours minimum

---

*or a standard certificate in Bookkeeping and Clerical Practice.

c. Six (6) semester hours of approved coursework designed to strengthen the individual's skills and competencies in Vocational Business and Office Education.

F. The applicant shall pass the state curriculum examination(s) in Business prior to being issued a license/certificate.

## PART III. Business Certification Objectives

The objectives for the Business Program appear in the *Objectives* manual of the Oklahoma Certificate Testing Program, FIELDS 32 and 63-71: pp. 32-1 through 32-6 and 63-1 through 71-3.

# DRIVER AND SAFETY EDUCATION

## PART I. Introduction

This certificate authorizes the holder to teach Driver and Safety Education in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility as stated on pages 1-8.

B. The applicant shall satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. The applicant shall possess a valid Oklahoma driver's license.

D. Specialization - Standard Certificate

The approved program for the Standard Driver and Safety Education Certificate requires a minimum of forty (40) semester hours of academic preparation in Driver and Safety Education and related subjects designed to achieve the objectives cited in PART III. The following academic preparation must be completed to fulfill specialization requirements:

1. A minimum of three (3) semester hours of credit is required from each of the following areas:

   a. General Safety Education
   b. Driver and Safety Education I
   c. Driver and Safety Education II
   d. First Aid
   e. Motorcycle Education
   f. Alcohol and Drug Education
   g. Auto Mechanics
   h. Motor Vehicle Administration

2. A minimum of sixteen (16) semester hours of credit is required from the following areas:

   a. Simulation in Driver Education
   b. Multiple-Car Methods in Driver Education
   c. Audiovisual Education
   d. History and Principles of Driver Education
   e. Philosophy of Safety Education
   f. Traffic Engineering Education
   g. Teaching Traffic Safety Education
   h. Workshops or Seminars in Traffic Safety Education

E. Provisional Level II Certificate

The Provisional Level II Certificate in Driver and Safety Education requires thirty (30) semester hours of coursework in the area of specialization which must include all areas in D 1 (a through h) and six (6) semester hours from D 2.

F. Provisional Level I Certificate

The Provisional Level I Certificate in Driver and Safety Education requires the completion of twenty-four (24) semester hours in the area of specialization from D 1 (a through h).

G. The applicant shall pass the state curriculum examination in Driver and Safety Education prior to being issued a license/certificate.

## PART III. Driver and Safety Education Certification Objectives

The objectives for the Driver and Safety Education Program appear in the Objectives manual of the Oklahoma Certification Testing Program, Field 11, DRIVER AND SAFETY EDUCATION, pages 11-1 through 11-6.

# ENGLISH

PART I. Introduction

This certificate authorizes the holder to teach English in any accredited secondary school in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility as stated on pages 1-8.

B. The applicant shall satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. Specialization - Standard Certificate

1. The approved program for the Standard English Certificate requires a minimum of forty (40) semester hours of academic preparation* in English and related subjects designed to achieve the objectives cited in PART III.

2. Academic preparation required for fulfilling specialization requirements is as follows:

   a. Grammar and Composition - Twelve (12) semester hours minimum

   b. Linguistics - Three (3) semester hours minimum

   c. American Literature - Six (6) semester hours minimum

   d. English Literature - Six (6) semester hours minimum

   e. World Literature - Three (3) semester hours minimum

   f. Electives - Ten (10) semester hours minimum to include coursework from any of the following areas with no more than six (6) semester hours in any one area: English, Speech, Journalism, Drama and Library Science.

*To be eligible to teach American Literature, World Literature, or English Literature, the candidate must have completed at least six (6) semester hours of credit in the subject to be taught. To be eligible to teach Grammar and Composition, the candidate must complete at least twelve (12) semester hours of credit in that area.

D. Provisional Level II Certificate

The Provisional Level II Certificate in English requires thirty (30) semester hours of coursework from PART II C 2 (a through e).

E. Provisional Level I Certificate

The Provisional Level I Certificate in English requires twenty-four (24) semester hours of credit from PART II C 2 (a through e).

F. The applicant shall pass the state curriculum examinations in English prior to being issued a license/certificate

## PART III. English Certification Objectives

The objectives for the English Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, Fields 34 and 75-79: pp. 34-1 through 34-6 and 75-1 through 79-3.

# HOME ECONOMICS

## PART I. Introduction

This certificate authorizes the holder to teach Home Economics Education at the secondary level in any accredited school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility as stated on pages 1-8.

B. The applicant shall satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. General Education - A minimum of one organic chemistry course is required as a part of the physical science requirement.

D. Specialization - Standard Certificate

The approved program for the Standard Home Economics Certificate requires forty (40) semester hours in Home Economics subjects which fulfill the objectives in Part III. Academic preparation required for fulfilling specialization requirements is as follows:

1. Clothing and Textiles - Decision making in selection and design; construction and care - Six (6) semester hours minimum

2. Consumer Education - Decision making; legislation and protection; individual and family economics and consumer behavior - Three (3) semester hours minimum

3. Child Development and Guidance - including supervised experiences in observing and guiding children in an approved child development center - Three (3) semester hours minimum

4. Foods and Nutrition - Nutrition education; food preparation, meal planning and service - Six (6) semester hours minimum

5. Housing - Selection and maintenance of family shelter, furnishings and equipment - Three (3) semester hours minimum

6. Family Living and Parenthood Education - Human development and relationships throughout the life cycle - Three (3) semester hours minimum

7. Resource Management - Experiences in decision making in selection and management of individuals, family and environmental resources including use of electronic technology - Three (3) semester hours minimum

8. Electives - a minimum of thirteen (13) semester hours from Part II D 1-7

E. Provisional Level II Certificate

The Provisional Level II Certificate in Home Economics requires thirty (30) semester hours of credit to include at least one course from each category 1-7 under PART II D.

F. Provisional Level I Certificate

The Provisional Level I Certificate in Home Economics requires twenty-four (24) semester hours of credit to include at least one course from each category 1 through 7 under PART II D.

G. Specialization - Vocational Home Economics Endorsement (18 semester hours minimum)

1. Coursework which promotes an understanding of vocational education must be incorporated as a component of professional education for the Vocational Endorsement.

2. Applicants must receive a recommendation for the license/certificate from the State Supervisor of Vocational Home Economics in addition to an institutional recommendation.

3. In order to qualify for the Vocational Home Economics (Consumer and Homemaking) Endorsement, the following requirements must be met in addition to the minimum standard certificate requirements for the Home Economics certificate in PART II D 1-7. The electives in PART II D 8 may be used toward satisfying the Vocational Home Economics endorsement requirements. Requirements for the endorsement are as follows:

   a. Career Education - Three (3) semester hours minimum

   b. Child Development and Guidance - Three (3) semester hours minimum

   c. Consumer Education - Three (3) semester hours minimum

   d. Family Living and Parenting - Three (3) semester hours minimum

   e. Housing - Three (3) semester hours minimum

   f. Resource Management - Three (3) semester hours minimum

H. The applicant shall pass the state curriculum examination in Home Economics prior to being issued a license/certificate.

## PART III. Home Economics Certification Objectives

The objectives in the Home Economics Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 08: HOME ECONOMICS, pages 08-1 through 08-7.

## INDUSTRIAL ARTS

### PART I. Introduction

This certificate authorizes the holder to teach Industrial Arts in any accredited secondary school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. Specialization - Standard Certificate

The approved program for the standard certificate in Industrial Arts requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. Academic preparation required for fulfilling specialization requirements is as follows:

1. General Industrial Arts
    - a. Safety and Care of Industrial Equipment - Two (2) semester hours minimum
    - b. Occupational Cluster including construction, manufacturing, communications and media, and transportation and energy - Three (3) semester hours minimum
2. Industrial Communications - Nine (9) semester hours minimum
    - a. Drafting Technology (e.g. drafting and computer assisted design) - Six (6) semester hours minimum
    - b. Graphics or Drafting Technology - Three (3) semester hours minimum
3. Materials and Processes
    - a. Wood Technology and/or Construction Processes - Six (6) semester hours minimum
    - b. Metal Technology and/or Manufacturing Processes - Six (6) semester hours minimum

4. Energy and Power

   a. Power Technology (automotive, small engine, hydraulic, pneumatics) - Three (3) semester hours minimum

   b. Electricity/Electronics - Six (6) semester hours minimum

5. Electives - Five (5) semester hours

   a. Organization and Management of Student Organizations

   b. Other courses from PART II C 1-4.

D. Provisional Level II Certificate

The Provisional Level II Certificate in Industrial Arts requires thirty (30) semester hours of credit from the areas 1-4 of PART II C.

E. Provisional Level I Certificate

The Provisional Level I Certificate requires twenty-four (24) semester hours from the areas 1 through 4 of Section C, PART II.

F. The applicant shall pass the state curriculum examinations in Industrial Arts prior to being issued a certificate/license.

## PART III. Industrial Arts Certification Objectives

The objectives for the Industrial Arts Program appear in the Objectives manual of the Oklahoma Certification Testing Program. FIELDS 33 and 72-74: pp. 33-1 through 33-7 and 72-1 through 74-3.

# JOURNALISM

## PART I. Introduction

This certificate authorizes the holder to teach Journalism in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant must satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. Specialization - Standard Certificate

The approved program for the Standard Certificate in Journalism requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. Academic preparation required for fulfilling specialization requirements is as follows:

1. Credit must be completed in each of the following - Thirty-two (32) semester hours minimum:
    - a. Foundations of Mass Media - Three (3) semester hours minimum
    - b. Newswriting - Three (3) semester hours minimum
    - c. Reporting - Three (3) semester hours minimum
    - d. Graphic Arts - Three (3) semester hours minimum
    - e. Editing - Three (3) semester hours minimum
    - f. Advertising - Three (3) semester hours minimum
    - g. Feature Writing - Three (3) semester hours minimum
    - h. Supervision of School Publications - Three (3) semester hours minimum
    - i. Field Experience in Yearbook Production - One (1) semester hours minimum
    - j. Field Experience in Newspaper Production - One (1) semester hour minimum

k. Radio-TV-Film/Educational Broadcasting - Three (3) semester hours minimum

l. Photography - Three (3) semester hours minimum

2. Electives - Eight (8) semester hours minimum

   a. Legal Aspects of Journalism

   b. Radio-TV Newswriting

   c. Public Relations

   d. Radio-TV Production

   e. Advanced English Grammar

   f. Advanced English Composition

   g. Technical Writing

D. Provisional Level II Certificate

The Provisional Level II Certificate in Journalism requires thirty (30) semester hours of credit in the area of specialization. The thirty (30) semester hours of credit shall include the twenty four (24) semester hours of credit identified in PART II C 1 a-1. The remaining six (6) semester hours of credit must be selected from the areas listed under PART II C.

E. Provisional Level I Certificate

To qualify for the Provisional Level I Certificate in Journalism, the applicant shall complete a minimum of twenty-four (24) semester hours of credit from PART II C 1 a-1.

F. The applicant shall pass the state curriculum examination in Journalism prior to being issued a license/certificate.

## PART III. Journalism Certification Objectives

The objectives for the Journalism Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 03: JOURNALISM, pages 03-1 through 03-6.

## MATHEMATICS

### PART I. Introduction

This certificate authorizes the holder to teach Mathematics in any accredited secondary school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for Secondary School Certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

C. Specialization - Standard Certificate

The approved program for the Standard Certificate in Mathematics requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. The forty (40) semester hours of credit in the area of specialization shall include academic preparation in computer science/computer applications and statistics, and at least twenty-four (24) semester hours of credit shall be in Mathematics at a level above intermediate algebra. The remaining academic preparation in the area of specialization shall be selected from additional Mathematics courses including applied mathematics or from the following related areas:

1. Computer Science/Computer Applications
2. Physics
3. Statistics

D. Provisional Level II Certificate

To qualify for the Provisional Level II Certificate in Mathematics, the applicant shall complete a minimum of thirty (30) semester hours of credit in the area of specialization designed to achieve the objectives in PART III. Of the thirty (30) semester hours of credit required for the provisional certificate, at least eighteen (18) semester hours shall be in Mathematics at a level above intermediate algebra. The remaining coursework shall be in Mathematics or from any of the three areas listed under PART II C.

### E. Provisional Level I Certificate

To qualify for the Provisional Level I Certificate in Mathematics, the applicant shall complete a minimum of twenty-four (24) semester hours of credit in the area of specialization which shall include at least twelve (12) semester hours of credit in Mathematics at a level above intermediate algebra and may include coursework from the three related areas listed under PART II C.

F. The applicant shall pass the state curriculum examination in Mathematics prior to being issued a license/certificate.

## PART III. Mathematics Certification Objectives

The objectives for the Mathematics Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELDS 27 and 35-39: pp. 27-1 through 27-7 and 35-1 through 39-3.

# SCIENCE

## PART I. Introduction

This certificate authorizes the holder to teach Science in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for secondary school certificate programs; admission standards; general education; and professional education as stated on pages 74-81.

### C. Specialization - Standard Certificate

The approved program for the Standard Certificate in Science requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. The forty (40) semester hours of credit in the area of specialization shall include:

1. Biology - Ten (10) semester hours minimum
2. Chemistry - Ten (10) semester hours minimum
3. Physics - Eight (8) semester hours minimum
4. Earth Science - Three (3) semester hours minimum
5. Anatomy or Physiology (human or mammalian) - (three (3) semester hours minimum)
6. Electives to be selected from areas 1 through 5 or from other science areas.

### D. Provisional Level II Certificate

To qualify for the Provisional Level II Certificate in Science, the applicant shall complete a minimum of thirty (30) semester hours of credit in the area of specialization designed to achieve the objectives in PART III. Of the thirty (30) semester hours of credit required for the provisional certificate, at least twenty-four (24) semester hours shall be in the following areas: Biology - Ten (10) semester hours; Chemistry - Ten (10) semester hours; and Physics - Four (4) semester hours. In addition, the remaining six (6) hours must be completed in coursework from categories 1 through 5 listed above.

### E. Provisional Level I Certificate

To qualify for the Provisional Level I Certificate in Science the applicant shall complete a minimum of twenty-four (24) semester hours of credit in Biology, Chemistry, or Physics.

F. The applicant shall pass the state curriculum examinations in Science prior to being issued a license/certificate.

## PART III. Science Certification Objectives

The objectives for the Science Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, FIELDS 29 and 42-50: pp. 29-1 through 29-5 and 42-1 through 50-3.

## SOCIAL STUDIES

PART I. Introduction

This certificate authorizes the holder to teach social studies in any accredited secondary school in Oklahoma.

PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for Secondary School Certificate Programs; admission standards; general education; and professional education as stated on pages 74-81.

C. Specialization - Standard Certificate

The approved program for the Standard Social Studies Certificate requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. Within the forty semester hours of credit, twelve (12) semester hours must be earned in American History. In addition, some academic preparation * must be completed in each of the remaining six (6) areas in fulfilling the forty (40) semester hours in specialization:

1. American History
2. Sociology
3. Geography
4. Government
5. Oklahoma History
6. Economics
7. World History

*To be eligible to teach in any of the subjects listed above the candidate must have completed at least nine (9) semester hours in the subject to be taught with the exception of Oklahoma History which requires three (3) semester hours of credit and American History which requires twelve (12) semester hours of credit.

D. Provisional Level II Certificate

The approved program for the Provisional Level II Certificate requires at least thirty (30) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III with some work completed in at least five (5) of the categories listed under PART II C.

E. Provisional Level I Certificate

A Provisional Level I Certificate requires a minimum of twenty-four (24) semester hours of credit in the area of specialization listed in PART II C.

F. The applicant shall pass the state curriculum examination in Social Studies as well as the specific examination(s) in the subject to be taught prior to being issued a license/certificate.

## PART III. Social Studies Certification Objectives

The objectives for the Social Studies Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELDS 30 and 51-57: pp. 30-1 through 30-6 and 51-1 through 57-4.

# SPEECH AND DRAMA

## PART I. Introduction

This certificate authorizes the holder to teach Speech and Drama in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B The applicant must satisfy all criteria relating to specific requirements for Secondary School Certificate Programs; admission standards; general education; and professional education as stated on pages 74-81.

### C Specialization - Standard Certificate

The approved program for the Standard Speech and Drama Certificate requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. Of the forty (40) semester hours of credit in the area of specialization thirty (30) semester hours of credit shall include at least one course in each of the following areas:

1. Introduction to Speech Communication Processes
2. Introduction to Theatre/Theatre History
3. Oral Interpretation
4. Stagecraft
5. Group Discussion
6. Debate
7. Acting
8. Broadcasting
9. Theatre Production
10. Speech Preparation and Delivery

Ten (10) semester hours of credit in addition to the above are required for the standard certificate and may be selected from coursework in Speech, Theatre, or Communication.

### D. Provisional Level II Certificate

The Provisional Level II Certificate requires thirty (30) semester hours of credit to include at least one course in areas 1 through 10 listed in PART II.C.

### E. Provisional Level I Certificate

The Provisional Level I Certificate requires twenty-four (24) semester hours of credit in areas 1 through 10 listed in PART II.C.

F. The applicant shall pass the state curriculum examination in Speech and Drama prior to being issued a license/certificate.

## PART III. Speech and Drama Certification Objectives

The objectives for the Speech and Drama Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, FIELD 17: SPEECH AND DRAMA, pp. 17-1 through 17-6.

## SCHOOL SERVICE PERSONNEL CERTIFICATE PROGRAMS

School Counselor
Library Media Specialist
Elementary School Principal
Secondary School Principal
School Superintendent
School Psychometrist
School Psychologist
Speech-Language Pathology

A master's degree is required, as a minimum, for full certification in School Service Personnel Certificate programs. Those completing the full certification requirements will hold a standard certificate. Those completing less than full requirements for the School Service Personnel Certificate may be eligible for a Provisional Level II Certificate.

The holder of a School Service Personnel Certificate will be eligible to serve in the schools of Oklahoma at either the elementary, secondary, or elementary-secondary (K-12) levels, depending on the specific certificate program completed. For information on the levels of the School Service Personnel Certificates (or endorsements), see the specific certificate program descriptions for Administrator (superintendent, elementary principal, and secondary principal), School Counselor, Library Media Specialist, Speech Pathologist, School Psychometrist, School Psychologist.

### Specific Requirements for School Service Personnel Certificate Programs

A. The applicant shall meet the requirements in "General Regulations" for teachers' certificates as specified on pages 1-8.

B. The applicant shall hold a master's degree from an accredited college or university.

C. The applicant shall have completed an approved certificate program of the same type as the certificate applied for if training was done in an Oklahoma college or university.

D. The applicant who is an out-of-state graduate shall have completed academic preparation equivalent to satisfying all requirements enumerated by the minimum essentials for the approved certificate sought.

E. Appropriate back-up certificates for the administrators certificates:

1. For the Elementary Principal Certificate: Standard Early Childhood, Standard Elementary, Standard Elementary- Secondary, Standard Library Media Specialist, or Standard Speech-Language Pathology Certificates.

2. For the Secondary Principal Certificate: Standard Elementary-Secondary, Standard Secondary, Standard Vocational-Technical, Standard Library Media Specialist or Standard Speech-Language Pathology Certificates.

3. For the Superintendent Certificate: Standard Early Childhood, Standard Elementary, Standard Elementary-Secondary, Standard Secondary, Standard Vocation-Technical, Standard Library Media Specialist, or Standard Speech-Language Pathology Certificates.

# SCHOOL COUNSELOR

## PART I. Introduction

This certificate authorizes the holder to serve as a counselor at either the elementary and/or secondary level(s) in any accredited school in Oklahoma.

## PART II. Special Criteria

### A. Standard Certificate

1. Prerequisites
   - a. The applicant shall hold a valid classroom teaching certificate (Provisional or Standard).
   - b. The applicant shall have had a minimum of two years classroom teaching experience or experience as a certified school counselor in an accredited school within the last five years.
   - c. The applicant shall have had at least 12 months of cumulative work experience outside the field of education.
   - d. The applicant shall have had one year of counseling experience while holding the Provisional Level II School Counselor Certificate.
2. Requirements
   - a. The applicant shall satisfy all general regulations for eligibility stated on pages 1-8.
   - b. The applicant shall have a master's degree from an accredited college or university and shall have completed an approved program for the preparation of school counselors. All coursework must be at the graduate level.
   - c. An approved program shall include a minimum of twenty-four (24) semester hours in the following:
     - 1) Core Requirements -- minimum of twelve (12) semester hours
       - a) Introduction to Counseling and Guidance
       - b) Career Education
       - c) Individual Counseling Theory and Techniques
       - d) Group Counseling Theory and Techniques
       - e) Testing and Assessment

The applicant must complete one or both of the following options:

2) Elementary Counselor Endorsement Requirements -- minimum of twelve (12) semester hours to include at least one course in each of the following:

   a) Developmental Guidance in Elementary Schools
   b) Intervention Strategies for the Elementary Counselor
   c) Practicum for Elementary Counselors
   d) Child Growth and Development

3) Secondary Counselor Endorsement Requirements -- minimum of twelve (12) semester hours to include at least one course in each of the following:

   a) Developmental Guidance in Secondary Schools
   b) Intervention Strategies for the Secondary Counselor
   c) Practicum for Secondary Counselors
   d) Adolescent Growth and Development

## B. Provisional Level II Certificate

1. Prerequisites

   a. The applicant shall hold valid classroom teaching certificate (Provisional or Standard).

   b. The applicant shall have had a minimum of two years classroom teaching experience or experience as a certified school counselor within the last five years.

   c. The applicant shall have had at least 12 months of cumulative work experience outside the field of education.

2. Requirements

   a. The applicant shall have a minimum of eighteen (18) semester hours in the following areas with some work in each area:

      1. Introduction to Counseling and Guidance
      *2. Developmental Guidance
      3. Individual Counseling Theory and Techniques
      4. Group Counseling Theory and Techniques
      *5. Practicum
      *6. Growth and Development
      7. Measurement
      8. Career Education

b. The applicant must pass the state curriculum examination for School Counselor prior to receiving a Provisional Level II or Standard School Counselor Certificate.

*Appropriate to the endorsement level sought, i.e., elementary or secondary.

## PART III. School Counselor Certification Objectives

The objectives for the School Counselor Program appear in the Objectives manual of the Oklahoma Certification Testing Program: Field 16 SCHOOL COUNSELOR, pp. 16-1 through 16-7.

## LIBRARY MEDIA SPECIALIST

### PART I. Introduction

This certificate authorizes the holder to supervise and/or administer Library Media services in grades K-12 in any accredited school in Oklahoma and to teach Library Media in grades K-12.

This standard certificate requires completion of an approved program at both the undergraduate level and the graduate level.

### PART II. Special Criteria (Regular Program)

A. Provisional Level II Certificate (Undergraduate Component)

1. The applicant shall satisfy all general regulations for eligibility stated on pages 1-8.
2. The applicant shall satisfy all criteria related to specific requirements for elementary-secondary school certificate programs; admission standards; general education; and professional education as stated on pages 31-38.
3. The undergraduate component - regular program will consist of a minimum of forty (40) semester hours of coursework in the area of specialization to be designed to achieve the objectives cited in PART III. Coursework required for fulfilling specialization requirements is as follows:

   a. Specialization (twenty-four (24) semester hours minimum) at least one course shall be taken in each of the following areas:

      1. Library Media Management
      2. Reference
      3. Selection of Print and Non-Print Material
      4. Cataloging of Print and Non-Print Material
      5. Books and Materials for Children (Fiction and Non-Fiction)
      6. Books and Materials for Young People (Fiction and Non-Fiction)
      7. Instructional Materials Production
      8. Computer Resource Utilization

b. Curriculum - Sixteen (16) semester hours minimum

The courses in this sequence shall be from at least three different content areas. Specific content area methods courses may be used. Some courses must be at the elementary level and some at the secondary level.

B. Standard Certificate (Graduate Component)

1. The applicant must complete an approved program for the Standard Library Media Specialist Certificate which consists of a minimum of thirty-two (32) semester hours of graduate coursework culminating in a master's degree.

2. The graduate coursework shall consist of a minimum of twelve (12) semester hours from the area of specialization that is designed to fulfill the objectives cited in PART III. An additional eight (8) semester hours shall be from curriculum courses in elementary and secondary teaching fields. The remaining hours may be electives used to satisfy the graduate degree requirements.

3. Graduate coursework in the following areas is required.

   a. Specialization (Twelve (12) semester hours minimum) at least one course in each of the following areas must be taken:

      1. Communication and Learning Theory

      2. Design and Development of Instructional Materials

      3. Public Relations for the School Library Media Program

      4. Management of Materials and Equipment

   b. Curriculum - Eight (8) semester hours

   Courses in this area shall be appropriately distributed from graduate courses at both the elementary and secondary levels.

   c. Electives (sufficient credit hours to complete the master's degree)

4. The applicant must earn a master's degree.

C. Conversion Program for Standard Certification

1. Applicants for the Standard Library Media Specialist Certificate may qualify for the conversion plan if they hold a valid standard certificate in early childhood education, elementary education, elementary-secondary education or secondary education.

2. Specialization coursework to fulfill standard certification requirements under the conversion program requires thirty-six (36) semester hours in the area of specialization and shall be distributed so that at least one course is completed in each of the following areas:

   a. Undergraduate or Graduate Coursework - Twenty-four (24) semester hours minimum

      1. Library Media Management

      2. Reference

      3. Selection of Print and Non-Print Materials

      4. Cataloging of Print and Non-Print Materials

      5. Books and Materials for Children (Fiction and Non-Fiction)

      6. Books and Materials for Young People (Fiction and Non-Fiction)

      7. Instructional Materials Production

      8. Computer Resource Utilization

   b. Graduate Coursework - Twelve (12) semester hours minimum

      1. Communication and Learning Theory

      2. Design and Development of Instructional Materials

      3. Public Relations for the School Library Media Program

      4. Management of Materials and Equipment

   c. Electives (sufficient credit hours to complete the master's degree.

D. Conversion Program for Provisional Level II Certificate

The requirements for the Provisional Level II Library Media Specialist Certificate on the conversion plan requires twenty-seven (27) hours from the specialization areas listed in PART II C a 1-8 and b 1-4. In addition, applicants for the provisional certificate must hold a valid standard certificate in early childhood education, elementary education, elementary-secondary education, or secondary education.

E. The applicant shall pass the state curriculum examination in Library Media Specialist prior to being issued a license/ certificate.

## PART III. Library Media Specialist Certification Objectives

The objectives that will be reflected here are not finalized at this time. It is assumed that these objectives will be a blending of the current School Librarian Objectives and the current Audiovisual Specialist Objectives.

# ELEMENTARY SCHOOL PRINCIPAL

## PART I. Introduction

The holder of an Elementary School Principal certificate is authorized to serve as principal of any accredited elementary school in Oklahoma.

## PART II. Special Criteria

### A. Standard Certification

1. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

2. The applicant shall hold and maintain a valid Oklahoma Standard Early Childhood or Elementary Certificate, or if holding a Standard Elementary-Secondary, Standard Library Media Specialist, or Standard Speech-Language Pathology Certificate, shall have taught two years at the elementary or middle school level.

3. The applicant is required to have had two years of teaching experience in an accredited elementary school or middle school.

4. The applicant shall hold or have held the provisional elementary school principal certificate and shall have served for one year as principal or assistant principal in an accredited elementary school while holding the provisional certificate.

5. The applicant shall hold a master's degree granted by an institution accredited by a regional accrediting association. Institutions offering this program shall also be accredited by a regional accrediting association.

6. The applicant shall have completed an approved graduate program in educational administration for the Standard Elementary School Principal Certificate.

7. The program shall include at least sixteen (16) semester hours of post-master's work in school administration and other work appropriate to school administration beyond the work required for the provisional certificate. Graduate credit should be designed to meet the objectives listed in Part III, and shall include at least one course in each of the following areas a through f:

   a. Development, Organization and Control of Public Education.

   b. Human Development in Elementary Education.

c. Human Relations Management in the Elementary School.

d. Elementary School Services and Curriculum.

e. Supervision and Evaluation of Instruction and Special Programs in the Elementary School.

f. Legal Aspects of Public Education.

8. Work in any of the above areas (7a through 7f) taken as a part of the program for the provisional certificate may be accepted toward fulfilling the standard certificate program if taken on the graduate level; this will not reduce the total number of semester hours required of post-master's degree work in school administration.

## B. Provisional Level II Certificate

1. The applicant shall satisfy all general regulations of eligibility.

2. The applicant is required to have had two years of teaching experience in an accredited elementary school or middle school.

3. The applicant shall hold and maintain a valid Oklahoma Standard Early Childhood, Elementary or Elementary-Secondary Standard Library Media Specialist, or Standard Speech-Language Pathology Certificate and shall have taught at least two years at the elementary or middle school level.

4. The applicant shall have completed a minimum of eighteen (18) semester hours of graduate coursework which are acceptable in satisfying the requirements for the standard certificate. The courses must be planned to meet the objectives listed in Part III and shall include at least one course from each of the six areas cited in PART II A 7 above.

5. The applicant shall hold a master's degree.

6. The applicant shall pass the Elementary Principal state curriculum examination prior to being issued a certificate.

## PART III. Elementary School Principal Certification Objectives

The objectives for the Elementary School Principal Program appear in the Objectives manual of the Oklahoma Certification Testing Program, Field 26: ELEMENTARY PRINCIPAL, pp. 26-1 through 26-7.

# SECONDARY SCHOOL PRINCIPAL

## PART I. Introduction

The holder of a Secondary School Principal certificate is authorized to serve as principal of any accredited middle, junior high, or senior high school in Oklahoma.

## PART II. Special Criteria

### A. Standard Certification

1. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

2. The applicant shall hold and maintain a valid Standard Oklahoma Secondary or Standard Vocational-Technical Certificate, or if holding a Standard Elementary-Secondary Standard Library Media Specialist, or Standard Speech - Language Pathology Certificate, shall have taught two years at the secondary level.

3. The applicant is required to have had two years of teaching experience in an accredited middle school, junior high school, or senior high school.

4. The applicant shall hold or have held the provisional secondary school principal certificate and shall have served for one year as principal or assistant principal in an accredited secondary school while holding the provisional certificate.

5. The applicant shall hold a master's degree granted by an institution accredited by a regional accrediting association. Institutions offering this program shall also be accredited by a regional accrediting association.

6. The applicant shall have completed an approved graduate program in educational administration for the Standard Secondary School Principal Certificate.

7. The program shall include at least 16 semester hours of post-master's work in school administration and other work appropriate to school administration beyond the work required for the provisional certificate. Graduate credit should be designed to meet the objectives cited in Part III and shall include at least one course in each of the following areas:

   a. Development, Organization and Control of Public Education.

   b. Human Development in Secondary Education.

   c. Human Relations Management in the Secondary School.

   d. Secondary School Services and Curriculum.

   e. Supervision and Evaluation of Instruction and Special Programs in the Secondary School.

   f. Legal Aspects of Public Education.

8. Work in any of the above areas, taken as a part of the program for the provisional certificate may be accepted toward fulfilling the standard certificate program if taken on the graduate level; this will not reduce the total number of semester hours required of post-master's degree work in school administration.

## B. Provisional Level II Certificate

1. The applicant shall satisfy all general regulations for eligibility.

2. The applicant shall hold a valid standard Oklahoma secondary or standard Vocational-Technical certificate or, if holding a valid standard elementary-secondary Standard Library Media Specialist, or Standard Speech - language Pathology certificate, shall have taught two years at the secondary level.

3. The applicant is required to have had two years of teaching experience in an accredited middle school, junior high school or senior high school.

4. The applicant shall have completed a minimum of eighteen (18) hours of graduate work which are acceptable in satisfying the requirements for the standard certificate. The courses must be planned to meet the objectives listed in Part III and shall include at least one course from each of the six areas cited in II-A-7 above.

5. The applicant shall hold a master's degree.

6. The applicant must pass the Secondary School Principal state curriculum examination prior to being issued a certificate.

## C. Vocational Administration Endorsement

In order to qualify for the Vocational Administration Endorsement, a course in Organization and Administration of Vocational-Technical Programs must be completed in addition to the minimum certificate requirements for the secondary principal.

## PART III. Secondary School Principal Certification Objectives

The objectives for the Secondary School Principal Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, Field 25: SECONDARY PRINCIPAL, pp. 25-1 through 25-8.

## SCHOOL SUPERINTENDENT

### PART I. Introduction

The holder of a School Superintendent certificate is authorized to serve as county superintendent of schools or as superintendent of schools in any accredited school system in Oklahoma.

### PART II. Special Criteria

#### A. Standard Certificate

1. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.
2. The applicant shall hold and maintain a valid Oklahoma Standard Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, or Speech-Language Pathology Certificate.
3. The applicant is required to have had two years of teaching experience and two years supervisory or administrative experience.
4. The applicant shall hold or have held the Provisional School Superintendent Certificate.
5. The applicant shall have had a minimum of one full year of administrative experience as a school superintendent or assistant superintendent during the validity of the Provisional School Superintendent Certificate.
6. The applicant shall hold a master's degree granted by an institution accredited by a regional accrediting association. Institutions offering this program shall also be accredited by a regional accrediting association.
7. The program shall include at least thirty (30) semester hours of graduate work in school administration and other work appropriate to school administration beyond the work required for the provisional certificate. This thirty (30) semester hours of graduate credit must be post-master's work completed at an institution accredited at the sixth year level. The courses should be designed to achieve the objectives cited in Part III.
8. Graduate credit shall include at least one course in each of the following (areas a through f):
    a. Development, Organization and Control of Public Education.

b. Personnel Administration and Leadership in the School Superintendency.

c. Finance and Business Administration in the School District.

d. Planning for School Facilities and Programs.

e. Supervision and Evaluation of Instruction of Special Programs.

f. Legal Aspects of Public Education.

9. Work in any of the above areas, taken as part of the program for the provisional certificate may be accepted toward fulfilling the standard certificate program if taken on the graduate level; this will not reduce the total number of semester hours required of post-master's degree work in school administration.

B. Provisional Level II Certificate

1. The applicant shall satisfy all general regulations of eligibility.

2. The applicant shall hold and maintain a valid Standard Early Childhood, Elementary, Elementary-Secondary, Secondary, Vocational-Technical, Library Media Specialist, on Speech - Language Pathology Certificate.

3. The applicant is required to have had two years of teaching experience and one year of supervisory or administrative experience.

4. The applicant shall hold a master's degree.

5. The program shall include at least twenty-four (24) semester hours of graduate work which will be accepted as a part of an approved program for the standard certificate. Not fewer than nine (9) semester hours of such work shall be at the post-master's level. The courses should be designed to achieve the objectives cited in Part III and should include at least one course from each of the six areas listed in PART II A 8 above.

6. The applicant shall pass the School Superintendent state curriculum examination prior to being issued a certificate.

C. Vocational Administration Endorsement

In order to qualify for the Vocational Endorsement, a course in Organization and Administration of Vocational-Technical Programs must be completed in addition to the minimum certificate requirements for the School Superintendent Certificate.

## PART III. School Superintendent Certification Objectives

The objectives for the School Superintendent Program appear in the *Objectives* manual of the Oklahoma Certification Testing Program, *FIELD 24: SCHOOL SUPERINTENDENT*, pages 24-1 through 24-6.

## SCHOOL PSYCHOMETRIST

### PART I. Introduction

This certificate authorizes the holder to serve as a school psychometrist in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The minimum requirements for the School Psychometrist Standard Certificate is a master's degree in one of the following fields: General Psychology, Educational Psychology, Child Psychology, Special Education, Counseling, or a related field.

C. Prerequisites

1. The applicant must hold a valid provisional or standard early childhood, elementary, elementary-secondary, or secondary teaching certificate. If no teaching certificate is held, the applicant must have completed coursework in the teaching of reading and the teaching of mathematics. These courses must have been followed by a 120 clock hour preprofessional field experience in regular education and special education.

2. The following courses are prerequisites to approved provisional and standard certification programs in School Psychometry. These courses may be taken at the undergraduate or graduate level. At least one course in each of the following areas must be taken.

Introduction to Psychology
Child or Adolescent Psychology
Educational Psychology
Exceptional Child
Educational Foundations

D. Standard Certificate

1. The preparation in the area of specialization shall include at least twenty-four (24) semester hours of graduate course work designed to meet the objectives stated in Part III.

2. Basic Requirements - Ten (10) semester hours minimum, one course in each area (a through d):

   a. Special Education
   b. Child Psychology, Developmental Psychology, Adolescent Psychology, Human Growth and Development
   c. Abnormal Psychology, Clinical Child Psychology, Psychopathology

   d. Statistics

3. Psychoeducational Diagnostic Procedures (academic preparation in each of the following areas with no more than two (2) areas being integrated into a single course):

   a. Standardized Individual Tests of Intellectual Assessment (Wechsler scales and Standford Binet are both required)
   b. Psychoeducational Evaluation Procedures (i.. reading problems, learning disabilities and visual-perceptual problems)
   c. Standardized Group Tests of Intellectual Assessment

4. Practicum in School Psychometry (4 semester credit hours minimum) NOTE: This requirement may be waived if completed in the Provisional Level II certificate requirements.

5. The remaining semester hours of graduate coursework may be from related areas of areas required for the completion of the master's degree.

6. The applicant shall pass the School Psychometry curriculum examination prior to being issued a certificate.

E. Provisional Level II Certificate

1. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

2. The applicant shall have completed all of the prerequisite requirements listed in PART II C.

3. The applicant shall complete twenty-four (24) semester hours of graduate coursework beyond the prerequisites including all coursework under PART II D 2, 3, and 4. A master's degree is not required for a Provisional Level II certificate.

4. The applicant shall pass the School Psychometry curriculum examination prior to being issued a certificate.

## PART III. School Psychometrist Certification Objectives

The objectives for the School Psychometrist Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 05: PSYCHOMETRIST, pp. 05-1 through 05-6.

## SCHOOL PSYCHOLOGIST

### PART I. Introduction

This certificate authorizes the holder to serve as a school psychologist in any accredited school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall hold a valid provisional or standard early childhood, elementary, elementary-secondary, or secondary teaching certificate. If no teaching certificate is held, the applicant must have completed coursework in the teaching of reading and the teaching of mathematics. These courses must have been followed by a 120 clock hour preprofessional field experience in regular education and special education.

B. The Standard Certificate is the only certificate option available for the School Psychologist.

C. The minimum requirements for the Standard School Psychologist Certificate include the completion of an approved program consisting of sixty (60) semester hours of graduate coursework. The approved program shall require the completion of a master's degree in one of the following areas: General Psychology, Special Education, Child Psychology, Educational Psychology, Counseling, or a related area.

D. The graduate coursework required in the area of specialization may be counted from work taken as part of the master's degree and from the graduate coursework beyond the master's degree. these graduate hours are determined by the objectives cited in Part III and distributed as follows:

   1. A minimum of three (3) semester hours in each of the following categories (a-k):

      a. Conferencing and Counseling Regarding Exceptional Individuals

      b. Individual Cognitive Assessment

      c. Individual Affective Assessment

      d. Individual Psychoeducational Assessment

      e. School Organization and Administration

      f. Educational Psychology
      Learning and Instructional Theory

- g. Child Psychology
  Developmental Psychology
  Adolescent Psychology
  Human Growth and Development
- h. Abnormal Psychology
  Clinical Child Psychology
- i. Social Psychology
  Theories of Personality
- j. Statistics
  Research Design or Methodology
- k. Standardized Group Assessment

2. A minimum of six (6) semester hours from the following areas:
   - a. Behavior Modification
   - b. Group Techniques
   - c. Techniques of Counseling
   - d. Psychotherapy
3. Practicum (a minimum of five (5) semester credit hours)
   - a. Practicum in School Psychometry - two (2) semester hours minimum
   - b. Practicum in School Psychology - two (2) semester hours minimum
   - c. Seminar in School Psychological Services - one (1) semester hour minimum
4. Internship, (six (6) semester hours) - One semester of full-time internship in school psychological services.
5. The remaining semester hours of graduate coursework may be taken from related areas and/or areas required for completion of the master's degree.
6. The applicant shall pass the School Psychologist state curriculum examination prior to being issued a certificate.

## PART III. School Psychologist Certification Objectives

The objectives for the School Psychologist Program appear in the Objectives manual of the Oklahoma Certification Test Program, FIELD 15: PSYCHOLOGIST, pp. 15-1 through 15-7.

# SPEECH-LANGUAGE PATHOLOGY

## PART I. Introduction

This certificate authorizes the holder to administer the speech-language program in grades K-12 in any accredited school in Oklahoma and to assess and remediate speech and language disorders.

This program consists of an approved program at the undergraduate level and at the graduate level.

## PART II. Special Criteria

### A. Undergraduate Component - Provisional Level II Certificate Only

1. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

2. The applicant must satisfy all criteria relating to specific requirements for elementary-secondary school certificate programs; admission standards; general education; and professional education as stated on pages 31-38.

3. The undergraduate component will consist of a minimum of forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III.

4. The forty (40) semester hours shall include the following:

   a. Basic areas of Speech and Language - a minimum of nine (9) semester hours is required with a course in each of the following:

      1) Anatomy and Physiology of Speech and Hearing Mechanism.

      2) Processes and Perception of Speech and Hearing (Phonetics, Acoustics and Speech and Hearing Voice Science).

      3) Normal Speech and Language Development (Normal Development of Language, Linguistics, Psychology of Speech and Verbal Learning).

   b. Speech Pathology, Nature, Diagnosis and Treatment - a minimum of twenty-one (21) semester hours to include six (6) semester hours from areas 1) and 2) with the remaining coursework to total twenty-one (21) semester hours selected from areas 1) through 7).

1) Articulation Disorders
2) Language Disorders in Children
3) Introduction to Speech and Hearing
4) Stuttering
5) Voice Disorders
6) Speech and Language - Evaluation Procedures
7) Organic Disorders

c. Audiology, Nature, Diagnosis and Treatment - a minimum of six (6) semester hours to include coursework in areas 1) and 2) is required:

1) Audiology
2) Aural Rehabilitation
3) Teaching Speech and Language to the Hearing Impaired

d. Practicum - Four (4) semester credit hours minimum

B. Graduate Component - Standard Certificate

1. The applicant shall have completed all of the requirements for the provisional speech and language pathology certificate.

2. The applicant must satisfy all requirements relating to formal admission to graduate study in an approved program for the Standard Speech-Language Pathology Certificate.

3. The applicant must complete an approved program for the Speech-Language Pathology Certificate which consists of a minimum of thirty-two (32) semester hours of graduate coursework culminating in a master's degree.

4. The thirty-two (32) semester hours of graduate coursework shall consist of a minimum of twenty-four (24) credit hours from the area of specialization to be chosen from the following areas:

a. Articulation Disorders
b. Neurological Speech/Language Disorders
c. Stuttering
d. Cleft Palate Rehabilitation

e. Voice Disorders Rehabilitation

f. Language Disorders of Children

g. Speech and Language Evaluation

h. Audiology

i. Practicum (not to exceed six (6) semester credit hours of the twenty-four (24) semester credit hours) *

* Each of these areas (a-h) may be completed at either undergraduate or graduate level. The applicant must complete 300 clock hours of practicum experience. Of these 300 clock hours 150 clock hours may be completed at the undergraduate level.

C. The applicant shall pass the state curriculum examination in Speech-Language Pathology prior to being issued a license/certificate.

## PART III. Speech-Language Pathology Certification Objectives

The objectives for the Speech-Language Pathology Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 18: SPEECH PATHOLOGY, pages 18-1 through 18-7.

## SPECIALIZED SERVICES PROGRAMS

School Nurse
Occupational Therapy
Physical Therapy

## SCHOOL NURSE

PART I. Introduction

This certificate authorizes a registered nurse to provide School Nurse services in accredited pre-school programs, elementary schools, and secondary schools in Oklahoma.

PART II. Special Criteria (Standard Certificate)

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant shall be a graduate of an appropriately accredited school of nursing.

C. The applicant shall hold a bachelor's degree in nursing or a bachelor's degree from an accredited four-year college or university.

D. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education.

E. Requirements for Renewing the Standard Certificate - Holder of a Standard School Nurse Certificate must complete at least nine (9) semester hours of college credit every five years.

The following experiences when validated may be substituted for the nine (9) semester hours of credit at the rate of three (3) semester hours of credit for each year of such experiences: teaching experience, school nurse experience, experience as a nurse in a hospital, or experience as a nurse in a health agency that delivers health services to school age children. Such experiences may be substituted only if they occurred within the last five years.

F. Professional Education - Standard Certificate

The applicant shall have completed a minimum of eighteen (18) semester hours of credit in professional education. This coursework may be completed as a part of or in addition to the degree requirements:

1. Of the eighteen (18) semester hours of credit, twelve (12) semester hours of credit must be in the following areas with some coursework completed in each area:

    a. History and Philosophy of Education

    b. Psychology of Exceptional Children

c. Methods of Teaching and Administration in a School Health Program

d. School Nurse Practicum (a minimum of forty-five (45) clock hours) or one (1) year of experience as a school nurse

2. A minimum of six (6) semester hours of credit must be taken from the following areas:

   a. Educational Psychology

   b. Developmental Psychology

   c. Theories of Leadership and Administration in Nursing

   d. Instructional Media

   e. Educational Guidance and Counseling

   f. Introduction to Learning Disabilities

G. Specialization - Standard Certificate

1. Bachelor's degree.

2. Current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education.

3. Two years of school nurse experience in a school system.

H. Provisional Level II Certificates

1. Provisional Level II Certificate - Bachelor's Degree Plan

   a. The applicant shall satisfy all general requirements of eligibility stated on pages 1-8.

   b. The applicant shall hold a bachelor's degree in nursing or a bachelor's degree from an accredited four-year college or university.

   c. The applicant shall hold a current registered nurse's license issued by the Oklahoma State Board of Nurse Registration and Nursing Education. A copy of the current license must accompany the application for all classes of school nurse certificates.

   d. Recency Requirement -

   A person applying for a Provisional Level II School Nurse Certificate shall have completed at least nine (9) semester hours of college credit within the past five years.

The following experiences when validated may be substituted for the nine (9) semester hours of credit at the rate of three (3) semester hours of credit for each year of such experience: teaching experience, school nurse experience, experience as a nurse in a hospital, or experience as a nurse in a health agency that delivers health services to school age children. Such experiences may be substituted only if they occurred within the last five years.

2. Provisional Level II Certificate - Non-Bachelor's Degree Plan

   a. The applicant who does not hold a bachelor's degree must meet all requirements of the Provisional level II Certificate under the bachelor's degree plan except the degree. In addition to these requirements, those applicants not holding a bachelor's degree must have had two (2) years of: teaching experience, school nurse experience, experience as a nurse in a hospital, or experience as a nurse in a health agency that delivers health services to school age children.

   b. This Provisional Level II Certificate may be renewed each two (2) years provided nine (9) semester hours of college credit toward the standard school nurse certificate have been completed during each two (2) year validity period.

      School Nurses holding a Provisional Level II Certificate must complete standard certificate requirements within ten (10) years of initial issuance of the Provisional Level II Certificate.

## PART III. School Nurse Certification Objectives

No objectives have been developed for the School Nurse Program.

## OCCUPATIONAL THERAPY

### PART I. Introduction

This certificate authorizes the holder to provide occupational therapy services in accredited pre-school programs, elementary schools, and secondary schools in Oklahoma. The occupational therapist, in an education setting, is a professional concerned with preventing and reducing the effects of disability and dysfunction of children with handicapping conditions and promoting the optimum sensorimotor, cognitive and psychosocial functioning to facilitate academic and social learning.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant shall be a graduate of a program in occupational therapy accredited by the American Occupational Therapy Association in collaboration with the American Medical Association and shall hold at least one of the following:

1. A bachelor's degree in occupational therapy.
2. A certificate in occupational therapy issued by the American Occupational Therapy Association.
3. A master's degree in occupational therapy following the attainment of a bachelor's degree in a field other than occupational therapy.

C. The applicant shall be certified by and registered with the American Occupational Therapy Association; 1383 Piccard Drive; Rockville, Maryland 20850.

D. An applicant for a standard or occupational certificate shall have completed at least nine (9) semester hours of credit in the past five years which is applicable to the certificate being sought. Evidence of occupational therapy experience in a hospital, other agency or private practice may be substituted at a rate of three (3) semester hours of credit for each year of experience.

E. The applicant for the standard certificate must have completed a minimum of three (3) semester credit hours in each of the following areas of professional education:

1. History and Philosophy of Education
2. Education of the Exceptional Child

F. To obtain a standard certificate in occupational therapy the applicant must have had two (2) years experience in a school system or in a specialized pediatric facility.

G. Specialization - Standard Certificate

Completion of an Occupational Therapy program accredited by the Accreditation Committee of the American Occupational Therapy Association, in collaboration with the Committee on Allied Health Education and Accreditation of the American Medical Association will satisfy the specialization requirements for the approved program for the Standard Occupational Therapy Certificate.

H. Provisional Level II Certificate (Occupational Therapy)

1. The applicant shall satisfy all requirements for the Standard Occupational Therapy Certificate with the exception of the two (2) years experience cited in F above.
2. The Provisional Level II Certificate (Occupational Therapy) is valid for two (2) years. This certificate is not renewable.

I. Exceptions

Those employed as occupational therapists by an accredited school in the State of Oklahoma for a period of two or more years prior to January 1, 1985, shall be eligible for the Standard Occupational Therapy Certificate upon verification of work experience by the superintendent of schools in the district where they were employed.

## PART III. Occupational Therapy Certification Objectives

No objectives for the Occupational Therapy Program have been developed at this time.

# PHYSICAL THERAPY

## PART I. Introduction

This certificate authorizes the holder to provide physical therapy services in accredited pre-school programs and in accredited elementary schools and secondary school in Oklahoma. The physical therapist, in an education setting, is a professional concerned with the prevention of disability and rehabilitation of individuals with handicapping conditions in order to promote the optimum physical status for learning.

## PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant shall be a graduate of a program in physical therapy accredited by the American Physical Therapy Association in collaboration with the American Medical Association and shall hold one of the following:

1. A bachelor's degree in physical therapy.
2. A certificate in physical therapy issued by the American Physical Therapy Association.
3. A master's degree in physical therapy following the attainment of a bachelor's degree in a field other than physical therapy.

C. The applicant shall hold a current license as a registered physical therapist issued by the Oklahoma State Board of Medical Examiners according to Physical Therapy Practice Act 59 05 1971-887.2.

D. An applicant for a Standard or Occupational Certificate shall have completed at least nine (9) semester hours of credit in the past five years which is applicable to the certificate being sought. Evidence of physical therapy experience in a hospital or community health agency may be substituted at a rate of three (3) semester hours of credit for each year of experience.

E. The applicant for the standard certificate must have completed a minimum of three (3) semester credit hours in each of the following areas of professional education:

1. History and Philosophy of Education
2. Education of the Exceptional Child

F. To obtain a standard certificate in physical therapy the applicant must have had two (2) years of clinical practice experience in a school system or in a specialized pediatric facility.

G. Specialization - Standard Certificate

Completion of an Physical Therapy program accredited by the American Physical Therapy Association will satisfy the specialization requirements for the approved program for the Standard Physical Therapy Certificate.

H. Provisional Level II Certificate (Physical Therapy)

1. The applicant shall satisfy all requirements for the Standard Physical Therapy Certificate with the exception of the two (2) years experience cited in F above.

2. The Provisional Level II Certificate (Physical Therapy) is valid for two (2) years. This certificate is not renewable.

I. Exceptions

Those employed as physical therapists by an accredited school in the State of Oklahoma for a period of two or more years prior to January 1, 1985, shall be eligible for the Standard Physical Therapy Certificate upon verification of work experience by the superintendent of schools in the district where they were employed.

## PART III. Physical Therapy Certification Objectives

No objectives for the Physical Therapy Program have been developed at this time.

## VOCATIONAL-TECHNICAL PROGRAMS

Distributive Education/Marketing
Occupational Agriculture
Occupational Home Economics
Technical Education
Trade and Industrial Education
Vocational Health Occupations
Vocational Home Economics*
Vocational Agriculture*
Vocational Business and Office*

*These programs are described in the Secondary Certificate section of this document.

## ADMISSION STANDARDS

Each approved program will demonstrate an admissions procedure designed to recruit a candidate with a strong commitment to teaching. The criteria to be included are the following:

A. A minimum grade point average of 2.50.

B. Evidence of adequate reading, writing, and verbal communication skills demonstrated by appropriate academic coursework and an interview with an Admission Committee.

C. Expressed interest in teaching demonstrated by prior experiences and activities.

D. An academic record that clearly indicates the candidate's commitment to the academic aspects of teaching.

E. Evidence of personal traits that suggests potential for working with youth, with parents, and with the other constituencies in education.

Each admission must be based on a professional assessment of the candidate on all of the above criteria.

## STANDARD CERTIFICATE REQUIREMENTS

### GENERAL EDUCATION

General Education is based on those studies known as the liberal arts, which embrace the broad areas of the humanities, mathematics, the biological and physical sciences, the social and behavioral sciences, and oral and written communication skills. College credit used to satisfy the requirements in General Education, in an amount not to exceed twelve (12) semester hours, may also be counted in meeting requirements in the field of specialization.

STANDARD I. The General Education Program shall:

A. Stimulate scholarship that will give understanding and help prepare people for change.

B. Foster individual fulfillment and nurture free, rational, and responsible adults.

C. Cultivate appreciation for the values associated with a free society.

D. Contribute to the development of leaders who are intellectually competent, imaginative, and vigorous.

E. Contribute to professional knowledge and its application.

F. Encourage discernment of the values inherent in world cultures.

STANDARD II. General Education is a development experience emphasizing the first two (2) years of higher education extending throughout the baccalaureate program.

STANDARD III. Each institution approved for the education of teachers shall be responsible for building a sequential program of general studies. A minimum of fifty (50) semester hours in General Education is required, distributed so that:

A. Upon successful completion of the general education component, the student will have acquired competencies in each of the following areas:

1. Communication Skills: conversational speaking, composition, listening, and reading

2. Mathematics: computation, applications, thought processes, vocabulary, and concepts

3. United States History and Government: the growth and development of the United States as a nation and its place in world affairs and an analysis of the United Constitutional Government

4. Science: physical and biological sciences

5. Behavioral Sciences: the study of psychology, and/or sociology, and/or anthropology

6. Arts and Humanities: the study of significant ideas of western civilization as manifested in art, literature, music, and philosophy.

B. Any electives needed to fulfill the fifty (50) hour minimum requirement may be selected from Category A or the following:

1. Contemporary World Culture: social, geographic, political, and economic conditions and their impacts on current problems in the world and nations; foreign language, American ethnic studies, and world literature with emphasis on, but not limited to, the writings of English and American authors

2. Practical Arts: skills in areas such as typing, business, accounting, home economics, industrial arts, agriculture, drafting, computer science, and library science

3. Health and Physical Education: the principles of physical and health education as they apply to the individual and the community

## PROFESSIONAL EDUCATION

The professional sequence shall include classroom and field experiences incorporating a minimum of thirty (30) semester hours. These experiences shall include coursework fulfilling the criteria specified in Standards I through V. College credit used to satisfy the requirements in Professional Education may not be counted in meeting requirements in the field of specialization except where specifically designated in the Standards.

The fulfillment of the professional sequence will include evidence that the candidate has successfully completed:

A. Appropriate laboratory and field experiences designed to provide a pre-service teacher an opportunity to synthesize, apply and extend knowledge and problem solving abilities acquired in educational foundations, theory, methods courses, and principle subject areas.

B. Supervised developmental and sequential pre-student teaching experiences in the field. A minimum of forty-five (45) clock hours is required.

C. A student teaching experience equivalent to one (1) semester (not less than twelve (12) weeks in the school environment).

D. Coursework in each of the following areas: Foundations of Education, Human Growth and Development, Learning, Evaluation, Exceptional Child, Media, Methods, and Student Teaching.

STANDARD I. The professional sequence shall include knowledge of the processes of human growth, development, and learning and the practical application of this knowledge to the instructional process. In achieving Standard I, the student will demonstrate a knowledge of:

A. Individual differences among students such as interests, values, cultural, and socio-economic background.

B. Strategies to utilize data in grouping students for learning activities.

C. The development of instructional goals and objectives appropriate to student needs and learning modes.

D. Sequencing learning activities and experiences both logically and psychologically.

E. Behavior patterns of students.

F. Classroom conditions which are varied and appropriate.

G. Student self-awareness and positive self-concepts.

STANDARD II. The professional sequence shall include an understanding of the foundations underlying the development and organization of education in the United States. In achieving Standard II, the student will demonstrate a knowledge of:

A. The historical and philosophical development of education in the United States.

B. The organization of public schools.

C. Cultural pluralism as it relates to the public schools.

D. The development of education as a profession.

E. Legal and ethical considerations of school personnel (including the rights and responsibilities of teachers, students, administrators, and staff).

F. The characteristics of effective teachers.

G. Democratic principles, free public education, and equal education opportunity.

H. Objectives and purposes of education relating to pupils, parents, and other citizens.

I. School programs and the participatory role of the teacher in activities which contribute to student and faculty development.

STANDARD III. The professional sequence shall include evidence that knowledge of measurement, methods, materials, and media appropriate to teaching is included. Emphasis shall be in the student's fields(s) of specialization. In achieving Standard III, the student will demonstrate a knowledge of:

A. Administration and interpretation of assessment techniques (standardized tests, sociometrics, etc.).

B. Design and use of teacher-made tests (diagnostic and achievement, etc.).

C. Appropriate organization of instructional resources and materials for effective teaching.

D. A variety of appropriate instructional strategies (programmed instruction, games, simulations, etc.).

E. The appropriate use of a variety of communication patterns within the classroom.

F. Individualization of instruction when appropriate.

G. Interaction patterns and the ability to modify plans on the basis of feedback.

H. Incorporating reading techniques in content subjects.

STANDARD IV. The professional sequence shall include the teaching of the purposes, administrative organization, and operation of the total education program of the school. In achieving Standard IV, the student will demonstrate a knowledge of:

A. Cultural pluralism concepts.

B. Effective interaction and communication with parents.

C. The organization of public schools.

D. The major contemporary problems in public education.

E. The professional organizations in education.

F. The requirements for accreditation, licensure, and certification.

STANDARD V. The professional sequence shall include demonstrated ability to teach effectively and work ethically with pupils, teachers, administrators, and parents. In achieving Standard V, documentation will be provided (rating scales, systematic observation, video tape, etc.) to evaluate the student teacher's ability to:

A. Differentiate among the appropriate roles and responsibilities of pupils, teachers, administrators, para-professionals, and parents.

B. Organize and implement a variety of activities to facilitate learning.

C. Exhibit professional scholarship and behavior.

D. Interact and communicate effectively with parents.

E. Conceptualize and predict accurately the interaction of influencing variables in teaching and learning.

F. Identify and become sensitive to individual differences among students.

G. Plan, implement and evaluate appropriate educational goals and related experiences for students.

H. Work effectively as a member of an educational team.

SPECIALIZATION

Refer to individual certificate programs for specific requirements in the area of specialization. College credit used to satisfy the requirements in Specialization may not be counted in meeting requirements in Professional Education.

## ENTRY-YEAR ASSISTANCE PROGRAM

The applicant shall successfully complete the Entry-Year Assistance Program as a licensed teacher prior to being issued a certificate. (This applies to all applicants who have completed their initial teacher preparation program after January 31, 1982.)

## PROVISIONAL LEVEL II CERTIFICATE REQUIREMENTS

To be eligible for a Provisional Level II Certificate in a vocational field, the applicant must have:

A. Earned a high school diploma or passed the G.E.D.

B. Passed an occupational competency examination approved by the State Department of Vocational-Technical Education.

C. Provided evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

D. Completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education.

E. Received a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in the occupational field that the applicant has an approved plan of study for the standard certificate.

## PROVISIONAL LEVEL I CERTIFICATE REQUIREMENTS

To be eligible for a Provisional Level I Certificate in a vocational field, the applicant must have:

A. Earned a high school diploma or passed the G.E.D.

B. Provided evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.

C. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

D. An approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in the occupational field.

E. Received a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in the occupational field that the applicant has an approved plan of study for the standard certificate.

F. Passd an occupational competency examination approved by the State Department of Vocational-Technical Education to have the Provisional Level I certificate initially reissued.

## DISTRIBUTIVE EDUCATION/MARKETING

### PART I. Introduction

This certificate authorizes the holder to serve as a teacher-coordinator of Distributive Education/Marketing in any accredited secondary school in Oklahoma.

### PART II. Special Criteria

A. The applicant shall satisfy all general regulations of eligibility stated on pages 1-8.

B. The applicant shall satisfy all criteria relating to specific requirements for vocational-technical certificate programs; admission standards, general education; and professional education as stated on page 139-146.

C. A teacher-coordinator holding a standard certificate shall be required to have two (2) years or 4,000 hours experience as a paid employee in a marketing occupation.

D. Applicants for the license/certificate in this program must receive a recommendation from the State Supervisor of Vocational Distributive Education/Marketing in addition to an institutional recommendation.

E. Specialization - Standard Certificate

The approved program for the Standard Distributive Education/Marketing Certificate requires forty (40) semester hours of credit in the area of specialization designed to achieve the objectives cited in PART III. Coursework required for fulfilling specialization requirements is as follows:

1. Principles of Distributive Education/Marketing - Three (3) semester hours minimum
2. Organization and Administration of Distributive Education/Marketing - Three (3) semester hours minimum
3. Distributive Education/Marketing Practices with Electronic Technology - scanners, inventory control, electronic marketing, etc. - Three (3) semester hours minimum
4. Instructional Development for Distributive Education/Marketing - Three (3) semester hours minimum
5. Marketing - to include at least one course each in salesmanship, product advertising, and merchandising - Fifteen (15) semester hours minimum
6. Management - Three (3) semester hours minimum

7. Economics - Three (3) semester hours minimum

8. Electives to be selected from any category listed under PART II.E. 1 through 7 or from:

    a. Business Communication

    b. Public Relations

    c. Accounting

    d. Business Finance

    e. Business Law

    f. Business Math

    g. Electronic Technology (micro-computers, data processing, inventory control, etc.)

F. The applicant shall pass the state curriculum examination in Distributive Education/Marketing prior to being issued a certificate/license.

G. Provisional Level II Certificate

1. The applicant must have earned a high school diploma or passed the G.E.D.

2. The applicant must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

4. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours of credit must include the following:

    a. Introduction to Vocational-Technical Education - three (3) semester credit hours

    b. Instructional Methods in Vocational-Technical Education - three (3) semester credit hours

    c. Instructional Planning in Vocational-Technical Education - two (2) semester credit hours

d. Organization and Management of Vocational-Technical Education - two (2) semester credit hours

e. Electives - fourteen (14) semester hours in professional education or specialization in this certificate area.

5. The applicant must receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Distributive Education/Marketing that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours during the five (5) year term of validity as documented by an official transcript.

H. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.

2. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.

3. The issuance of this certificate must be requested by the employing superintendent.

4. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

5. The applicant must have an approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in Distributive Education/Marketing.

6. The applicant must receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Distributive Education/Marketing that the applicant has a plan of study for the standard certificate.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder must pass an occupational competency

examination approved by the State Department of Vocational-Technical Education.

9. After initial reissuance, subsequent Provisional Level I Certificates may be issued upon satisfactory completion of six (6) approved semester hours, a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

## PART III. Distributive Education/Marketing Certification Objectives

The objectives for the Distributive Education/Marketing Program appear in the Objectives manual of the Oklahoma Certification Testing Program, FIELD 12: DISTRIBUTIVE EDUCATION/MARKETING, pages 12-1 through 12-7.

# OCCUPATIONAL AGRICULTURE

## PART I. Introduction

The holder of an Occupational Agriculture credential is authorized to teach in the specialized occupational areas of Agriculture (e.g., horticulture, mechanized agriculture, forestry, etc.) in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant must satisfy all criteria regarding general regulations of eligibility stated on pages 1-8.

B. The applicant shall have acquired two (2) or more years of appropriate work and/or laboratory experience in the specialized occupational area of Agriculture to be taught (e.g., horticulture, mechanized agriculture, forestry, etc.). The State Supervisor of Vocational Agriculture shall certify to the years of experience in the occupational area.

C. Applicants for the license/certificate in this program must receive a recommendation from the State Supervisor of Vocational Agriculture in addition to an institutional recommendation.

D. Applicants for the license/certificate in this program must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

E. A bachelor's degree in Agriculture or an agriculture related field is required.

F. The bachelor's degree will be considered as fulfillment of the general education requirements when it includes a minimum of six (6) semester hours of credit in American History and Government with some credit in each.

G. The applicant must satisfy all criteria relating to specific requirements for vocational-technical certificate programs; admission standards; and professional education as stated on pages 139-146. The requirements for professional education are the same as those stated for the standard certificate in the Agriculture Certificate Program.

### H. Specialization - Standard Certificate

The approved program for the Standard Certificate in Occupational Agriculture requires forty (40) semester hours of credit in the area of specialization, of which at least twenty (20) semester hours must be at the upper division level (junior and senior). The areas of specialization shall include, but not be limited to: horticulture, mechanized agriculture, and forestry.

I. Provisional Level II Certificate

1. The applicant must have earned a high school diploma or passed the G.E.D.

2. The applicant must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

4. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours of credit must include the following:

   a. Introduction to Vocational-Technical Education - three (3) semester credit hours

   b. Instructional Methods in Vocational-Technical Education - three (3) semester credit hours

   c. Occupational Analysis in Vocational-Technical Education - two (2) semester credit hours

   d. Instructional Planning in Vocational-Technical Education - two (2) semester credit hours

   e. Organization and Management of Vocational-Technical Education - two (2) semester credit hours

   f. Electives - fourteen (14) semester hours in professional education or specialization in this certificate area.

5. The applicant must receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Occupational Agriculture that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours during the five (5) year term of validity as documented by an official transcript.

J. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.
2. The applicant shall provide evidence of having four (4) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.
3. The issuance of this certificate must be requested by the employing superintendent.
4. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.
5. The applicant must have an approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in Occupational Agriculture.
6. The applicant must receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Occupational Agriculture that the applicant has an approved plan of study for the standard certificate.
7. The Provisional Level I Certificate has a one (1) year term of validity.
8. To have the Provisional Level I Certificate initially reissued, the holder must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.
9. After initial reissuance, subsequent Provisional Level I Certificates may be issued upon satisfactory completion of six (6) approved semester hours, a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

## PART III. Occupational Agriculture Certification Objectives

Objectives for the Occupational Agriculture Program have not been developed at this time.

# OCCUPATIONAL HOME ECONOMICS

## PART I. Introduction

The holder of an Occupational Home Economics credential is authorized to teach in specialized occupational areas (foods, child care, clothing, and housing), or in related occupational areas in any accredited secondary school in Oklahoma.

## PART II. Special Criteria

A. The applicant must satisfy all criteria regarding general regulations of eligibility stated on pages 1-8.

B. The applicant shall have acquired two (2) or more years of appropriate work and/or laboratory experience in the specialized occupational area to be taught. The State Supervisor of Vocational Home Economics Education shall certify to the two years of experience in the occupational area.

C. Applicants for the license/certificate in this program must receive a recommendation from the State Supervisor of Vocational Home Economics Education in addition to an institutional recommendation.

D. Applicants for the license/certificate in this program must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

E. The bachelor's degree will be considered as fulfillment of the general education requirements when it includes a minimum of six (6) semester hours of credit in American History and Government with some credit in each.

F. The applicant must satisfy all criteria relating to specific requirements for vocational-technical certificate programs; admission standards; and professional education as stated on pages 139-146. The requirements for professional education are the same as those stated for the standard certificate in the Home Economics Certificate Program.

G. Specialization - Standard Certificate

The approved program for the Standard Certificate in Occupational Home Economics requires forty (40) semester hours of credit in the area of specialization, of which at least twenty (20) semester hours must be of the upper division level (junior or senior). The areas of specialization shall include, but not be limited to: foods, child care, clothing, and housing.

## H. Provisional Level II Certificate

1. The applicant must have earned a high school diploma or passed the G.E.D.

2. The applicant must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

4. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours of credit must include the following:

   a. Introduction to Vocational-Technical Education - three (3) semester credit hours

   b. Instructional Methods in Vocational-Technical Education - three (3) semester credit hours

   c. Instructional Planning in Vocational-Technical Education - two (2) semester credit hours

   d. Organization and Management of Vocational-Technical Education - two (2) semester credit hours

   e. Electives - fourteen (14) semester hours in professional education or specialization in this certificate area.

5. The applicant must receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Occupational Home Economics that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours during the five (5) year term of validity as documented by an official transcript.

I. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.

2. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.

3. The issuance of this certificate must be requested by the employing superintendent.

4. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

5. The applicant must have an approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in Occupational Home Economics.

6. The applicant must receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Occupational Home Economics that the applicant has an approved plan of study for the standard certificate.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

9. After initial reissuance, subsequent Provisional Level I Certificates may be issued upon satisfactory completion of six (6) approved semester hours, a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

## PART III. Occupational Home Economics Certification Objectives

Objectives for the Occupational Home Economics Program have not been developed at this time.

## TECHNICAL EDUCATION

### PART I. Introduction

The holder of a Technical Education credential is authorized to teach a technical occupation in the accredited secondary schools of Oklahoma if the appropriate college credit has been earned in the specific subject(s) to be taught.

### PART II. Special Criteria

A. The applicant must satisfy all criteria regarding general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for vocational-technical certificate programs; admission standards; general education; and professional education as stated on pages 139-146.

C. Applicants for the license/certificate in this program must receive a recommendation from the appropriate State Vocational-Technical Supervisor in addition to an institutional recommendation.

D. The applicant must have a minimum of two (2) years of approved, recent technical experience in a field which requires a knowledge of computer science or applied mathematics and science.

E. Applicants for the license/certificate in this program must pass an examination in the technical field to be taught. This examination must be approved by the State Department of Vocational-Technical Education.

F. Specialization - Standard Certificate

The approved program for the standard certificate in Technical Education requires forty (40) semester hours of credit in specialized technical coursework to include a minimum of twelve (12) semester hours of upper division credit in a field of specialization such as agriculture, business, computer science, and engineering; and six (6) semester hours of related technical areas such as: computer science, drafting and design, and electronics.

G. Provisional Level II Certificate

1. The applicant must have earned a high school diploma or passed the G.E.D.
2. The applicant must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

4. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours of credit must include the following:

   a. Introduction to Vocational-Technical Education - three (3) semester credit hours

   b. Instructional Methods in Vocational-Technical Education - three (3) semester credit hours

   c. Instructional Planning in Vocational-Technical Education - two (2) semester credit hours

   d. Organization and Management of Vocational-Technical Education - two (2) semester credit hours

   e. Electives - fourteen (14) semester hours in professional education or specialization in this certificate area.

5. The applicant must receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Technical Education that the apolicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours during the five (5) year term of validity as documented by an official transcript.

H. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.

2. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.

3. The issuance of this certificate must be requested by the employing superintendent.

4. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

5. The applicant must have an approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in Technical Education.

6. The applicant must receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Technical Education that the applicant has an approved plan of study for the standard certificate.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

9. After initial reissuance, subsequent Provisional Level I Certificates may be issued upon satisfactory completion of six (6) approved semester hours, a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

## PART III. Technical Education Certification Objectives

Objectives for the Technical Education Program have not been developed at this time.

## TRADE AND INDUSTRIAL EDUCATION

### PART I. Introduction

The holder of a Trade and Industrial Education credential is authorized to teach in the accredited secondary schools of Oklahoma if the appropriate college credit has been earned in the specific subject(s) to be taught.

### PART II. Special Criteria

A. The applicant must satisfy all criteria regarding general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for vocational-technical certificate programs; admission standards; general education; and professional education as stated on pages 139-146.

C. Applicants for the license/certificate in this program must receive a recommendation from the appropriate State Vocational-Technical Supervisor in addition to the recommendation from an institution approved to offer a Standard Certificate in Trade and Industrial Education.

D. The applicant shall provide evidence of having two (2) years of journeyman industrial experience in the trade to be taught.

E. Applicants for the license/certificate in this program must pass an occupational competency examination approved by the State Department of Vocational-Technical Education. Applicants who make a passing score on the approved examination may receive up to twenty-four (24) semester hours of credit in the vocational or trade area covered.

F. Specialization - Standard Certificate

1. The applicant shall be a graduate of an accredited four (4) year college or university and shall hold the standard baccalaureate degree.

2. The approved program for the Standard Certificate in Trade and Industrial Education requires forty (40) semester hours of credit in the area of specialization. Twenty-four (24) of these hours may be earned by passing an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The following areas are required. Specific coursework from the following may count toward completion of requirements in professional education or specialization; however, no coursework may be counted for both professional education and specialization.

    a. Introduction to Trade and Industrial Education - three (3) semester credit hours.

    b. Instructional Methods in Trade and Industrial Education - three (3) semester credit hours

    c. Occupational Analysis in Trade and Industrial Education - two (2) semester credit hours.

    d. Instructional Planning in Trade and Industrial Education - two (2) semester credit hours.

    e. Organization and Management of Trade and Industrial Facilities - two (2) semester credit hours.

    f. Safety for Trade and Industrial Education - two (2) semester credit hours.

    g. Trade and Industrial Education Student Organizations - two (2) semester credit hours.

G. Provisional Level II Certificate

1. The applicant must have earned a high school diploma or passed the G.E.D.

2. The applicant must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

4. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours of credit must include the following:

    a. Introduction to Vocational-Technical Education - three (3) semester credit hours

    b. Instructional Methods in Vocational-Technical Education - three (3) semester credit hours

    c. Occupational Analysis in Vocational-Technical Education - two (2) semester credit hours

    d. Instructional Planning in Vocational-Technical Education - two (2) semester credit hours

    e. Organization and Management of Vocational-Technical Education - two (2) semester credit hours

    f. Electives - Safety for Vocational-Technical Education; Vocational-Technical Education Student Organizations; or other electives to reinforce areas of communication skills, computational skills, and cooperative coordination.

5. The applicant must receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Trade and Industrial Education that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours during the five (5) year term of validity as documented by an official transcript.

H. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.

2. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.

3. The issuance of this certificate must be requested by the employing superintendent.

4. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

5. The applicant must have an approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in Trade and Industrial Education.

6. The applicant must receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Trade and Industrial Education that the applicant has an approved plan of study for the standard certificate.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

9. After initial reissuance, subsequent Provisional Level I Certificates may be issued upon satisfactory completion of six (6) approved semester hours, a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

## PART III. Trade and Industrial Education Certification Objectives

Objectives for the Trade and Industrial Education Program have not been developed at this time.

## VOCATIONAL HEALTH OCCUPATIONS

### PART I. Introduction

The holder of a Vocational Health Occupations certificate is authorized to teach in the accredited secondary schools of Oklahoma in the specialty area(s) in which appropriate college credit has been earned.

### PART II. Special Criteria

A. The applicant must satisfy all criteria regarding general regulations of eligibility stated on pages 1-8.

B. The applicant must satisfy all criteria relating to specific requirements for vocational-technical certificate programs; admission standards; general education; and professional education as stated on pages 139-146.

C. Applicants for the license/certificate in this program must receive a recommendation from the State Supervisor of Health Occupations Education in the State Department of Vocational-Technical Education in addition to an institutional recommendation.

D. The applicant must have a minimum of two (2) years of approved, recent experience in the Health Occupation specialization to be taught.

E. Applicants for the license/certificate in this program must pass an examination approved by the State Department of Vocational-Technical Education in the health occupation specialization to be taught.

F. Specialization - Standard Certificate

Requirements for the area of specialization must be shown by one of the following:

1. Forty (40) semester hours of credit in the area of specialization.

2. A professional or vocational credential for practice in the occupational area.

G. Provisional Level II Certificate

1. The applicant must have earned a high school diploma or passed the G.E.D.

2. The applicant must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

3. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) year preceding initial certification) in the occupation to be taught.

4. The applicant must have completed forty-eight (48) semester hours of approved credit of which up to twenty-four (24) semester hours may be earned through passing an occupational competency examination approved by the State Department of Vocational-Technical Education. The remaining semester hours of credit must include the following:

   a. Introduction to Vocational-Technical Education - three (3) semester credit hours

   b. Instructional Methods in Vocational-Technical Education - three (3) semester credit hours

   c. Instructional Planning in Vocational-Technical Education - two (2) semester credit hours

   d. Organization and Management of Vocational-Technical Education - two (2) semester credit hours

   e. Electives - fourteen (14) semester hours in professional education or specialization in this certificate area.

5. The applicant must receive a recommendation for the Provisional Level II Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Vocational Health Occupations that the applicant has an approved plan of study for the standard certificate.

6. This certificate is valid for five (5) years. The certificate may be reissued if the certificate holder has completed fifteen (15) semester credit hours during the five (5) year term of validity as documented by an official transcript.

### H. Provisional Level I Certificate

1. The applicant for this certificate must have earned a high school diploma or passed the G.E.D.

2. The applicant shall provide evidence of having three (3) years of appropriate experience (within the five (5) years preceding initial certification) in the field to be taught.

3. The issuance of this certificate must be requested by the employing superintendent.

4. The applicant must complete the Vocational-Technical Orientation Training Program during the first sixty (60) days of the school year for which the original certificate is issued.

5. The applicant must have an approved plan for qualification for the Provisional Level II Certificate from an institution approved to offer the Standard Certificate in Vocational Health Occupations.

6. The applicant must receive a recommendation for the Provisional Level I Certificate from the appropriate State Vocational-Technical Supervisor as well as a statement from an institution approved to offer a Standard Certificate in Vocational Health Occupations that the applicant has an approved plan of study for the standard certificate.

7. The Provisional Level I Certificate has a one (1) year term of validity.

8. To have the Provisional Level I Certificate initially reissued, the holder must pass an occupational competency examination approved by the State Department of Vocational-Technical Education.

9. After initial reissuance, subsequent Provisional Level I Certificates may be issued upon satisfactory completion of six (6) approved semester hours, a request by the employing superintendent, a recommendation from the appropriate State Vocational-Technical Supervisor, and a statement from the institution of higher education with which the applicant has filed a plan of study.

## PART III. Vocational Health Occupations Certification Objectives

Objectives for the Vocational Health Occupations Program have not been developed at this time.

## ENDORSEMENTS

Endorsements are placed on valid licenses/certificates to indicate that the holder is eligible to teach specific subjects in the accredited schools of Oklahoma. The three categories of endorsements are: certificate endorsements, conversion endorsements, and special endorsements. Individuals having completed requirements for their initial license/certificate after January 31, 1982, will be eligible to recieve an endorsement by passing the state curriculum examination in the area of endorsement after having completed specified coursework requirements. An endorsement from any of the three categories qualifies the holder to teach a full day in the subject of the endorsements.

### Certificate Endorsement

A certificate endorsement is an indication on a valid certificate (early childhood, elementary, elementary-secondary, or secondary) that the holder is eligible to teach a specific subject. A certificate endorsement also indicates that the subject to be taught is in the same field as the certificate to which the endorsement is attached.

### Conversion Endorsement

A conversion endorsement is an indication on a standard certificate/license (secondary, elementary-secondary) that the holder is eligible to teach a subject (which is not in the same field as the certificate to which the endorsement is attached) at the secondary level and in the seventh and eighth grades in a middle school or junior high school.

1. Conversion endorsements require a minimum of twenty-four (24) semester hours of credit in the area of specialization specific to the teaching field.

2. At least six (6) semester hours of credit in specialization must be upper division credit and a minimum of eight (8) semester hours of credit must be completed at the institution which recommends the endorsement to the Teacher Certification Section of the State Department of Education.

3. To be eligible to recommend an applicant for a conversion endorsement, an institution must be approved to offer a standard certificate program in the teaching field for which the endorsement is sought.

### Special Endorsement

A special endorsement attached to a valid standard certificate/license indicates that the holder is eligible to teach a specific subject. Special endorsements do not follow the same pattern as certificate and conversion endorsements. Each special endorsement is defined separately regarding the kind and type of certificate/license to which it is attached and academic preparation required of the applicant.

1. At least six (6) semester hours of credit in the area of specialization must be upper division credit and a minimum of eight (8) semester hours of credit must be completed at the institution which recommends the endorsement to the Teacher Certification Section of the State Department of Education.

2. To be eligible to recommend an applicant for a special endorsement, an institution must be approved to offer a standard certificate program in the teaching field for which the endorsement is being sought, except where noted in the description of the special endorsement (e.g., driver and safety education). If an institution wishes to recommend an applicant for a special endorsement in a field for which there is no standard certificate (aeronautics, psychology, etc.), the institution must be approved by the State Board of Education to make such a recommendation.

## Certificate and Conversion Endorsements

The following certificate and conversion endorsements are defined under the various secondary certificate types (teaching fields).

## CERTIFICATE AND CONVERSION ENDORSEMENTS

### Agriculture

Vocational Agriculture

See Special Endorsements

### Business Education

Accounting

Certificate Endorsement - An approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Accounting.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include six (6) semester hours in Accounting.

Business English

Certificate Endorsement - An approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Business English.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Business English.

Business Law

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Business Law.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include six (6) semester hours in Business Law.

Computers in Business/Information Processing

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Computers in Business/Information Processing.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include six (6) semester hours in Computers in Business/Information Processing.

Business Mathematics

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Business Mathematics.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Business Mathematics.

General Business

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in each of the following areas: Economics, Accounting, and Business Law.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in each of the following areas: Economics, Accounting, and Business Law.

Shorthand

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Shorthand.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include six (6) semester hours in Shorthand.

Typewriting

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Typewriting other than the beginning course.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include six (6) semester hours in Typewriting other than the beginning course.

### Office Procedures and/or Office Management

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Office Procedures.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Office Procedures.

### Economics

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with six (6) semester hours in Economics to include one (1) course in Consumer Economics.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include six (6) semester hours in Economics. The six (6) semester hours in Economics must include one (1) course in Consumer Economics.

### Business Machines

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with two (2) semester hours in Business Machines.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include two (2) semester hours in Business Machines.

### Marketing

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Marketing.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Marketing.

### Finance

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Finance.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Finance.

### Management

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Management.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Management.

Career/Occupational Information

Certificate Endorsement - an approved program in Business Education (forty (40) semester hours) with three (3) semester hours in Career/Occupational Information.

Conversion Endorsement - twenty-four (24) semester hours in Business Education to include three (3) semester hours in Career/Occupational Information.

Vocational Business and Office Education

See Special Endorsements

## English

Grammar and Composition

Certificate Endorsement - an approved program in English (forty (40) semester hours) with twelve (12) semester hours in Grammar and Composition.

Conversion Endorsement - twenty-four (24) semester hours in English to include twelve (12) semester hours in Grammar and Composition.

American Literature

Certificate Endorsement - an approved program in English (forty (40) semester hours) with six (6) semester hours in American Literature.

Conversion Endorsement - twenty-four (24) semester hours in English to include six (6) semester hours in American Literature.

English Literature

Certificate Endorsement - an approved program in English (forty (40) semester hours) with six (6) semester hours in English Literature.

Conversion Endorsement - twenty-four (24) semester hours in English to include six (6) semester hours in English Literature.

World Literature

Certificate Endorsement - an approved program in English (forty (40) semester hours) with six (6) semester hours in World Literature.

Conversion Endorsement - twenty-four (24) semester hours in English to include six (6) semester hours in World Literature.

Newspaper

Certificate Endorsement - an approved program in English (forty (40) semester hours) with three (3) semester hours in Newswriting.

Conversion Endorsement - twenty-four (24) semester hours in English to include three (3) semester hours in Newswriting.

Yearbook

Certificate Endorsement - an approved program in English (forty (40) semester hours) with three (3) semester hours in Yearbook Production.

Conversion Endorsement - twenty-four (24) semester hours in English to include three (3) semester hours in Yearbook Production.

Library Science

Certificate Endorsement - an approved program in English (forty (40) semester hours) with twelve (12) semester hours in Library Science.

Conversion Endorsement - twenty-four (24) semester hours in English to include twelve (12) semester hours in Library Science.

## Home Economics

Vocational Home Economics

See Special Endorsements

## Industrial Arts

General Industrial Arts

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with seven (7) semester hours in General Industrial Arts.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include seven (7) semester hours in General Industrial Arts.

Wood Technology and/or Construction Processes

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with six (6) semester hours in Wood Technology and/or Construction Processes.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include six (6) semester hours in Wood Technology and/or Construction Processes

Metal Technology and/or Manufacturing Processes

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with six (6) semester hours in Metal Technology and/or Manufacturing Processes.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include six (6) semester hours in Metal Technology and/or Manufacturing Processes.

Drafting Technology

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with six (6) semester hours in Drafting Technology.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include six (6) semester hours in Drafting Technology.

Electricity/Electronics

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with six (6) semester hours in Electricity/Electronics.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include six (6) semester hours in Electricity/Electronics.

Power Technology

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with three (3) semester hours in Power Technology.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include three (3) semester hours in Power Technology.

Graphics

Certificate Endorsement - an approved program in Industrial Arts (forty (40) semester hours) with three (3) semester hours in Graphics.

Conversion Endorsement - twenty-four (24) semester hours in Industrial Arts to include three (3) semester hours in Graphics.

## Journalism

Journalism

Certificate Endorsement - an approved program in Journalism (forty (40) semester hours).

Conversion Endorsement - twenty-four (24) semester hours in Journalism with three (3) semester hours in each of the following: Foundations of Mass Media, Newswriting, Editing, Supervision of School Publications, and Legal Aspects of Journalism. The remaining nine (9) semester hours must be completed from the following areas: Reporting, Graphic Arts, Advertising, Feature Writing, Field Experience in Yearbook Production, Field Experience in Newspaper Production, Radio-TV-Film/Educational Broadcasting, Photography, Radio-TV Newswriting, Public Relations, Radio-TV Production, Advanced English Grammar, Advanced English Composition, and Technical Writing.

## Mathematics

### General Mathematics

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours).

Conversion Endorsement - twenty-four (24) semester hours in Mathematics.

### Algebra

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours) with six (6) semester hours in Algebra, three of which must be at a level requiring Calculus as a pre-requisite.

Conversion Endorsement - twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Algebra, three of which must be at a level requiring Calculus as a pre-requisite; OR, three (3) semester hours in Algebra which requires Calculus as a pre-requisite and three (3) semester hours in teaching Algebra in the school.

### Geometry

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours) with six (6) semester hours in Geometry, three of which must be at a level requiring Calculus as a pre-requisite.

Conversion Endorsement - twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Geometry, three of which must be at a level requiring Calculus as a pre-requisite; OR, three (3) semester hours in Geometry which requires Calculus as a pre-requisite and three (3) semester hours in teaching Geometry in the school.

### Trigonometry

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours).

Conversion Endorsement - twenty-four (24) semester hours in Mathematics.

Analysis

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours) with three (3) semester hours in Analysis.

Conversion Endorsement - twenty-four (24) semester hours in Mathematics to include three (3) semester hours in Analysis.

Calculus

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours) with nine (9) semester hours in Calculus.

Conversion Endorsement - twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Calculus.

Computer Science/Computer Applications

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours) with six (6) semester hours in Computer Science/Computer Applications.

Conversion Endorsement - twenty-four (24) semester hours in Mathematics to include six (6) semester hours in Computer Science/Computer Applications.

Statistics

Certificate Endorsement - an approved program in Mathematics (forty (40) semester hours) with three (3) semester hours in Statistics.

Conversion Endorsement - twenty-four (24) semester hours in Mathematics to include three (3) semester hours in Statistics.

## Science

Biology

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with ten (10) semester hours in Biology.

Conversion Endorsement - twenty-four (24) semester hours in Science to include ten (10) semester hours in Biology.

Chemistry

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with ten (10) semester hours in Chemistry.

Conversion Endorsement - twenty-four (24) semester hours in Science to include ten (10) semester hours in Chemistry.

General Science

Certificate Endorsement - an approved program in Science (forty (40) semester hours).

Conversion Endorsement - twenty-four (24) semester hours in Science.

Physics

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with eight (8) semester hours in Physics.

Conversion Endorsement - twenty-four (24) semester hours in Science to include eight (8) semester hours in Physics.

Physical Science

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with at least one college credit course in Physics and one in Chemistry. A General Physical Science course may be substituted for one of the above.

Conversion Endorsement - twenty-four (24) semester hours in Science to include at least one college credit course in Physics and one in Chemistry. A General Physical Science course may be substituted for one of the above.

Anatomy/Physiology

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with three (3) semester hours in each Anatomy and Physiology.

Conversion Endorsement - twenty-four (24) semester hours in Science to include three (3) semester hours in each Anatomy and Physiology.

Botany

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with three (3) semester hours in Botany.

Conversion Endorsement - twenty-four (24) semester hours in Science to include three (3) semester hours in Botany.

Zoology

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with three (3) semester hours in Zoology.

Conversion Endorsement - twenty-four (24) semester hours in Science to include three (3) semester hours in Zoology.

Earth Science

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with six (6) semester hours from the following: astronomy, geology, meteorology or the physical phase of geography.

Conversion Endorsement - twenty-four (24) semester hours in Science to include six (6) semester hours from the following: astronomy, geology, meteorology or the physical phase of geography.

Computer Applications

Certificate Endorsement - an approved program in Science (forty (40) semester hours) with six (6) semester hours in Computer Applications.

Conversion Endorsement - twenty-four (24) semester hours in Science to include six (6) semester hours in Computer Applications.

## Social Studies

Government

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Government.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Government.

Economics

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Economics.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Economics.

Geography

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Geography.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Geography.

Sociology

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in Sociology.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in Sociology.

American History

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with twelve (12) semester hours in American History.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include twelve (12) semester hours in American History.

Oklahoma History

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with three (3) semester hours in Oklahoma History.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include three (3) semester hours in Oklahoma History.

World History

Certificate Endorsement - an approved program in Social Studies (forty (40) semester hours) with nine (9) semester hours in World History.

Conversion Endorsement - twenty-four (24) semester hours in Social Studies to include nine (9) semester hours in World History.

## Speech and Drama

Speech and Drama

Certificate Endorsement - an approved program in Speech and Drama (forty (40) semester hours).

Conversion Endorsement - twenty-four (24) semester hours in Speech and Drama.

# SPECIAL ENDORSEMENTS

## Aeronautics

Special Endorsement - a private pilot license or a basic ground instructor's certificate issued by the Federal Aviation Agency and a valid secondary teaching certificate or a minimum of twenty-four (24) hours in physics with a college course in aeronautics. (A private pilot license or a basic ground instructor certificate may be a substitution for eight (8) semester hours of physics and a college course in Aeronautics.)

## Art

Special Endorsement - a minimum of twenty-four (24) semester hours of credit to be selected from the following areas is required for the special endorsement in art: art history, drawing, color and design, painting, crafts, sculpture, print making, and ceramics. This endorsement may be attached to a standard early childhood, elementary, elementary-secondary, or secondary certificate. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

## Athletic Coaching

Special Endorsement - twelve (12) semester hours to include coursework in exercise physiology and care and prevention of athletic injuries. The remaining coursework shall be taken from the following: physiological science, applied anatomy, kinesiology, strength and conditioning, organization and administration of interscholastic athletics, sports officiating, theory of coaching. The Athletic Coaching Endorsement may be applied to a standard elementary, elementary-secondary, or secondary certificate and authorizes the holder to act as the athletic coach at the level of the certificate to which the endorsement is attached. This endorsement is available but not required for individuals to act as an athletic coach. The Administrators' Handbook for Elementary, Middle, Junior High and High Schools lists the requirements for serving as an athletic coach.

## Driver and Safety Education

Special Endorsement - Eighteen (18) semester hour endorsement including the following: (a) possess a valid Oklahoma driver's license; (b) complete three (3) semester hours from each of the following: general safety education, driver and traffic safety education I, and driver and traffic safety education II; (c) complete nine (9) semester hours from the following with a maximum of six (6) semester hours from any one area: audio-visual education, simulation in driver education, multiple car methods in driver education, auto mechanics, workshops or seminars in driver and traffic safety education, history and principles of driver and traffic safety education, programmed instruction in driver and traffic safety education, and other approved courses as part of approved programs. This endorsement may be attached to a standard elementary, elementary-secondary, or secondary certificate. An institution may offer a special endorsement in Driver and Safety Education without offering an approved program for a standard certificate.

Foreign Language

Special Endorsement- holders of a standard certificate in another teaching field may receive a special endorsement to teach a specific foreign langauge as follows: a) completed twenty-four (24) semester hours of credit in the language to be taught; b) passed the state curriculum examination in the language to be taught. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

Health

Special Endorsement - a minimum of twenty-four (24) semester hours of credit is required for the special endorsement in health. Of the twenty-four (24) semester hours, some coursework must be completed in each of the following: personal and community health, basic nutrition, safety and first aid, drug education, applied anatomy, and mental health. The remaining coursework must be selected from the following areas: school and community health services, school health programs, community health programs, kinesiology, exercise physiology, and consumer education. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

Middle/Junior High School (7th and 8th grade) Endorsements

Special Endorsement - Those holding a standard elementary certificate who are assigned to teach a specific subject in grades seven (7) or eight (8) in an accredited middle school or junior high school in Oklahoma are required to complete a special endorsement in the subject area with at least one course in the subject to be taught. The special endorsement for the seventh or eight grade requires the completion of eighteen (18) semester hours of credit in the subject area with at least one course in the subject to be taught. Middle/Junior High School (7th and 8th grade) special endorsements are available in the following subject areas: mathematics, art, music, foreign language (one language), health and physical education, language arts (oral and written communications), science, and social studies.

Those who hold a standard elementary-secondary or secondary certificate in a subject other than the one that they are assigned to teach in the seventh or eight grade of an accredited middle school or junior high school are also required to complete a special endorsement consisting of eighteen (18) semester hours of credit in the subject to be taught. Middle/Junior High School (7th and 8th grade) special endorsements are available in the following subject areas: mathematics, art, music, foreign language (one language), health and physical education, language arts (oral and written communications), science, and social studies.

Those holding either an elementary-secondary certificate, a secondary certificate, or a conversion endorsement in the subject to be taught are eligible to teach that subject in the seventh or eight grade of an accredited middle school or junior high school.

Music

Special Endorsement (Instrumental) - the special endorsement in Instrumental Music requires the completion of twenty-four (24) semester hours of credit to include at least one course in each of the following areas: Music Theory, Music History and Literature, applied Music (Principal Instrument), applied Music (Secondary Instrument), Applied Music (Piano), Instrumental Conducting, and Ensembles. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

Special Endorsement (Vocal) - the special endorsement in Vocal Music requires the completion of twenty-four (24) semester hours of credit to include at least one course in each of the following areas: Music Theory, Music History and Literature, applied Music (Voice), applied Music (Piano), Choral Conducting, and Ensembles. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

Physical Education/Health

Special Endorsement - a minimum of twenty-four (24) semester hours of credit is required for the special endorsement in Physical Education/Health. Of the twenty-four (24) semester hours, some coursework must be completed in each of the following: foundations of physical education, motor learning, exercise physiology, care and prevention in athletic injuries, school and community health programs, basic nutrition. The remaining coursework must be selected from the following: sports and movement skills, kinesiology, applied anatomy, adapted physical education, management of Physical education programs, safety and first aid, personal health science, sports officiating, mental health, and drug education. The subject of the endorsement may be taught only at the level of the certificate to which the endorsement is attached.

Psychology

Special Endorsement - twenty-four (24) semester hours from the following: counseling, guidance, mental hygiene, philosophy, sociology, and psychology, with at least six (6) semester hours in Psychology. This endorsement may be attached to an elementary-secondary or secondary certificate.

ROTC

Special Endorsement - applicants seeking a special endorsement for Jr. ROTC shall meet one of the following options:

OPTION 1: Hold a valid Oklahoma Secondary Teaching Certificate and be recommended as a Jr. ROTC Instructor by the appropriate ROTC Region Headquarters.

OPTION 2: The applicant shall possess a bachelor's degree from an accredited four-year college or university and be recommended as a Jr. ROTC Instructor by the appropriate ROTC Region Headquarters. The bachelor's degree shall include eighteen (18) semester hours of college credit in a secondary teaching field and twelve (12) semester hours of college credit in professional education.*

Applicants meeting the above requirements may be granted a five (5) year "Letter of Special Provision" issued by the STate Board of Education to teach Jr. ROTC. A one (1) year "Letter of Special Provision" may be granted by the State Board with less than the required eighteen 818) semester hours in a secondary teaching field and twelve (12) semester hours in professional education; however, the applicant shall complete at least six (6) semester hours toward meeting this requirement before the issuance of an additional one year "Letter of Special Provision" shall be renewable based upon three (3) years of teaching experience in a Jr. ROTC Program in an accredited school or upon the completion of eight 88) semester hours of college credit, which has been completed during the five-year "Letter of Special Provision" shall be granted a teacher certificate number.

*Appropriate professional education includes such coursework as Exception Child, Educational Psychology, Methods of TEaching, Education Guidance, History and Philosophy of Education. The twelve (12) semester hours of professional education shall include at least a course of two (2) or more semester hours in the education of the exceptional child.

Special Education - Emotionally Disturbed

The special endorsement in Special Education - Emotionally Disturbed may be attached only to the following standard Special Education certificates: Physically Handicapped, Learning Disabilities, Mental Retardation, and Visually Impaired. A minimum of twelve (12) semester hours of specialization in the area of Emotionally Disturbed is required. Coursework in the following areas must be included in the twelve (12) semester hours: Introduction to/Characteristics of the Emotionally disturbed, Procedures for Teaching the Emotionally Disturbed, and Practicum in Emotionally Disturbed (four (4) semester hours).

## Special Education - Physically Handicapped

The special endorsement in Special Education - Physically Handicapped may be attached only to the following standard Special Education certificates: Emotionally Disturbed, Learning Disabilities, Mental Retardation, and Visually Impaired. A minimum of twelve (12) semester hours of specialization in the area of Physically Handicapped is required. Coursework in the following areas must be included in the twelve (12) semester hours: Introduction to/Characteristics of the Physically Handicapped, Procedures for Teaching the Physically Handicapped, and Practicum in Physically Handicapped (four (4) semester hours).

## Special Education - Learning Disabilities

The special endorsement in Special Education - Learning Disabilities may be attached only to the following standard Special Education certificates: Emotionally Disturbed, Physically Handicapped, Mental Retardation, and Visually Impaired. A minimum of twelve (12) semester hours of specialization in the area of Learning Disabilities is required. Coursework in the following areas must be included in the twelve (12) semester hours: Introduction to/Characteristics of Learning Disabilities, Remediation of Language and Communication Disorders, Procedures for Teaching the Learning Disabled, and Practicum in Learning Disabilities (four (4) semester hours).

## Special Education - Mental Retardation

The special endorsement in Special Education - Mental Retardation may be attached only to the following standard Special Education certificates: Emotionally Disturbed, Physically Handicapped, Learning Disabilities, and Visually Impaired. A minimum of twelve (12) semester hours of specialization in the area of Mental Retardation is required. Coursework in the following areas must be included in the twelve (12) semester hours: Introduction to/Characteristics of Mental Retardation, Procedures for Teaching the Mentally Retarded, and Practicum in Mental Retardation (four (4) semester hours).

## Special Education - Visually Impaired

The special endorsement in Special Education - Visually Impaired may be attached only to the following standard Special Education certificates: Emotionally Disturbed, Physically Handicapped, Learning Disabilities, and Mental Retardation. A minimum of twelve (12) semester hours of specialization in the area of Visually Impaired is required. Coursework in the following areas must be included in the twelve (12) semester hours: Orientation and Mobility, Anatomy and Structure of the Eye, Curricular Adaptation (working with visually impaired in the classroom), and Practicum in Visually Impaired (four (4) semester hours).

## Vocational Agriculture

The Vocational Agriculture Endorsement may be issued only to the Standard Agriculture Certificate. (Eighteen (18) semester hours must be completed (See the Certificate Standards for Agriculture for specific course requirements).

## Vocational Business and Office

The Vocational Business and Office Endorsement may be issued only to the Standard Business Certificate or the Standard Bookkeeping and Clerical Practices Certificate. Twelve (12) semester hours must be completed (See New Certificate Standards, Business, for specific requirements).

## Vocational Home Economics

The Vocational Home Economics Endorsement may be issued only to the Standard Home Economics Certificate. Eighteen (18) semester hours must be completed (See New Certificate Standards, Home Economics, for specific course requirements).